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**ACCOUNTING MANUAL  
FOR  
STATE-AIDED HOUSING PROGRAMS**

GOVERNMENT DOCUMENTS  
COLLECTION

OCT 6 1993

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**Commonwealth of Massachusetts  
William F. Weld, Governor**

**Executive Office of Communities  
and Development  
Mary L. Padula, Secretary**

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EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

COMMONWEALTH OF MASSACHUSETTS

ACCOUNTING MANUAL FOR LOCAL HOUSING AUTHORITIES

REVISION CONTROL SHEET

All revisions of the Accounting Manual for Local Housing Authorities will be issued under the cover of an Accounting Manual Revision Control Number.

After up-dating the Accounting Manual, you should note the date of the revision and initial your confirmation of having integrated the new pages.

This control sheet should be filed in your Accounting Manual in front of the Table of Contents. If you have any questions regarding the most recent revision please contact the Office of Housing Finance at EOCD.

| <u>Rev.<br/>No.</u> | <u>Date of<br/>Rev.</u> | <u>Initials</u> | <u>Section</u> | <u>Pages</u> | <u>Description</u>              |
|---------------------|-------------------------|-----------------|----------------|--------------|---------------------------------|
| 1                   | 4/87                    | _____           | 21             | All          | Budget Guidelines dated 4/16/87 |
| 2                   | 5/88                    | _____           | 21             | All          | Budget Guidelines dated 5/31/87 |
| 3                   | 7/88                    | _____           | 2              | 5&6          | Changes in Section 2            |
|                     |                         |                 | 5              | 1&2          | Changes in Section 5            |
|                     |                         |                 | 5              | 5&6          | Changes in Section 5            |
|                     |                         |                 | 6              | 7&8          | Changes in Section 6            |
|                     |                         |                 | 6              | 15-40        | Changes in Section 6            |
|                     |                         |                 | 6              | 51&52        | Changes in Section 6            |
|                     |                         |                 | 7              | 1-5          | Changes in Section 7            |
|                     |                         |                 | 7              | 28-33        | Changes in Section 7            |
|                     |                         |                 | 7              | 46&47        | Changes in Section 7            |
|                     |                         |                 | 9              | All          | Changes in Section 9            |
|                     |                         |                 | 13             | All          | Changes in Section 13           |
|                     |                         |                 | 19             | All          | Changes in Section 19           |
|                     |                         |                 | 22             | All          | Changes in Section 22           |





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|---------------------------|-------------------------------|-----------------|----------------------|------------------|---|
| 4                         | 10/88<br>(Mailed 3/89)        | _____           | Table of<br>Contents |                  |   |
|                           |                               |                 | 7                    | 1 & 2<br>46 - 49 | Changes in Section 7<br>Changes in Section 7                          |
|                           |                               |                 | 23                   | All              | New Section on HIF  |
|                           |                               |                 | 24                   | All              | New Section on 884  |
| 5                         | 1/90                          | _____           | 7                    | 48               | Changes in due date<br>for Quarterly<br>Modernization Cost<br>Report. |
|                           |                               |                 | 13                   | 5                | Changes in due date<br>for Quarterly<br>Modernization Cost<br>Report. |
|                           |                               |                 | 19                   | 4                | Addition of clerk of<br>the works                                     |
| 6                         | 4/90                          | _____           | 12                   | All              | Changes in Section 12   |
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SECTION 1: INTRODUCTION

This Accounting Manual replaces the one issued by the Executive Office of Communities and Development (EOCD) on October 1, 1979. The accounting procedures and reporting requirements described in this manual are to be used by Local Housing Authorities with fiscal years beginning on the following dates:

October 1, 1986

January 1, 1987

April, 1, 1987

July 1, 1987

New Local Housing Authorities with a project(s) only in the Development Period should start using this manual as of October 1, 1986.

The purpose of accounting is to provide financial information about an economic entity. In the case of Local Housing Authorities each individual project requiring a separate general ledger constitutes a separate entity. To provide financial information it is necessary to have an accounting system to accumulate, classify, record, summarize and report financial data. An accounting system also acts, through a system of internal control, to control and safeguard cash and other assets.

The purpose of this manual is to assist Local Housing Authorities in setting up and maintaining a proper accounting system that will allow for the accumulation of accurate accounting data and timely and proper reporting of financial information for all EOCD programs, consistent with generally accepted accounting procedures as prescribed by EOCD.

This manual takes into account that Local Housing Authorities vary considerably in size with respect to the number of units which they manage and the number of state and federal programs which they administer. In recognition of these size and

programmatic differences and the many different computerized and manual systems currently in place, some of the accounting procedures and methods defined in this manual may need to be modified to meet the individual circumstances of a particular LHA. All modifications must conform with stated EOCD policy and sound accounting practices. The reporting requirements described in Section 7 of this manual are a basic requirement and should not be modified. Please note that all reports must be submitted on EOCD forms. EOCD will provide further assistance in the understanding of this manual and should be contacted for any questions regarding interpretation and modification.

The important changes in the accumulation and reporting of accounting data introduced by this manual are summarized in Section 2. These changes have been necessitated by the many programmatic and procedural changes which have occurred since 1979 without a corresponding updating of the accounting methods.

In recognition of the ongoing need to change this accounting manual as programmatic changes occur in the future, this manual has been organized by sections in a three ring binder with each page dated October 1, 1986. Subsequent changes in this manual will be issued by EOCD with an Accounting Manual Revision Number. The new pages which will replace the current pages will be individually dated as of the revision date. A Revision Control Sheet is attached to this section and should be placed in front of the table of contents and maintained as each revision is issued by EOCD.







## SECTION 2:

### IMPORTANT CHANGES

The following is a brief overview of the major changes that are included in this manual:

1) CHART OF ACCOUNTS WILL BE SIMILAR TO HUD ACCOUNT NUMBERS

All income accounts, expense accounts, and some balance sheet accounts have been changed to agree with the Department of Housing and Urban Development (HUD) accounting system. A line-item conversion chart is provided in Section 19.

2) AN INVENTORY SYSTEM FOR RECORDING AND CONTROLLING FURNITURE AND EQUIPMENT HAS BEEN ESTABLISHED

A formal Inventory System has been established to record and control in the general ledger the value of all equipment purchased in both development and management. This system is described in detail in Section 15D.

3) THE OPERATING RESERVE WILL NOT BE POSTED TO EXCEPT FOR QUARTERLY PROVISIONS AND YEAR-END CLOSING ENTRY

The method of handling charges and credits to the Operating Reserve (Account 2590) has changed. All extraordinary maintenance, replacements, betterments, receipts from the sale of equipment, collection losses, other adjustments and operating subsidy will flow through the operating statement (051-1) and thereby be in the 2700 account on the balance sheet until the close of the fiscal year. Only the provision to the operating reserve (per Account 4790) will be credited to the operating reserve each quarter.

4) NEW FORMAT FOR QUARTERLY FINANCIAL REPORTS

The following quarterly financial reports for projects in management have changed:

051-1                      OPERATING STATEMENT

In addition to the changes in account numbers noted in (1) above, the Quarterly Operating Statement has the following changes:

- A) The budget column for all four quarterly reports will include the full annual budget. It will no longer be necessary to break the budget down to quarterly multiples.
- B) Non-utility and Utility costs have been separated to facilitate the full funding of utility costs and the "caps" concept for non-utility costs.
- C) Nonroutine Expenditures which include Collection Loss, Extraordinary Maintenance, Receipt from the Sale of Equipment, Replacement of Equipment, Betterments and Additions and Prior Year and Other Adjustments are included as part of the calculation of the amount in the 2700 Income and Expense clearing account.
- D) A new account, Account 4800 EOCD-Directed Costs, has been established to allow EOCD to fund, and LHAs to report, special costs that are of a one-time nature.

- E) The 5100 account Debt Service Requirement and 7100 account Debt Service Contribution have been changed to Accounts 2552 and 2553 respectively. These accounts have been removed from the 051-1 operating statement. These are now Balance Sheet accounts.
- F) A new 4900 account, Debt Service (Section 8 Only) has been established to allow the Debt Service Requirement under Section 8 Assisted Programs to be in the 4000 section.
- G) A new 6210 account Prior Year and Other Adjustments account has been added to account for any charges or credits (i.e. insurance settlements) that are of a nonroutine nature not anticipated by other nonroutine accounts. Similar to other nonroutine accounts there are no EOCD subsidy funds to support these charges. Charges to this account will act to reduce, and credits to this account will act to increase, the operating reserve balance at the end of the year.

An illustration of the use of the new Operating Statement is in Section 10.

#### 051-2 - BALANCE SHEET

Several account numbers have been changed to be consistent with the HUD system including the 1162 Investments and the 1171, 1172, 1173 and 1176 Fiscal Agent Fund accounts. Also included is a new 1400.4 Inventory of Furniture and Equipment account which is offset by the 2400 Valuation of Fixed Assets account. The



#### 051-2 - BALANCE SHEET (Continued)

2400 account will include only inventory purchased in the management period. The capital equipment inventory items previously purchased during development, in the 1400.2 account, plus the items purchased during management, charged to account 2590, plus all future charges to the new 7520 and 7540 accounts as shown on the operating statement, will be reflected in the new 1400.4 account.

The balance sheet is illustrated in Section 10.

#### 051-3 - SUPPORTING SCHEDULE

Schedule V has been changed from an analysis of the Operating Reserve to the Schedule of Nonroutine Expenditures.

This schedule page is illustrated in Section 10.

#### 051-4 - REPORT OF TENANTS ACCOUNTS RECEIVABLE

This report now includes the "declarations" to be signed by the LHA pertaining to all five pages of the 051 reports.

#### 051-5 - CALCULATION OF OPERATING SUBSIDY EARNED AND CALCULATION OF ESTIMATED INTERIM OR YEAR-END OPERATING RESERVE BALANCE

This report has two purposes:

- 1) Section I allows LHAs to calculate operating subsidy earned each quarter and to differentiate subsidy earned from subsidy received. Earned subsidy is brought over to the 051-1 operating statement each quarter.
- 2) Section II allows LHAs to calculate an accurate operating reserve balance at the end of each quarter.



5) THE 707 PROGRAM HAS NEW REQUISITION AND REPORTING FORMS  
AND A YEAR-END SETTLEMENT

The 707 Program financial data accumulation and reporting has been changed to include the following:

- A) Only one cash account for all components of the total LHA 707 Program.
- B) A monthly Landlord - Tenant Unit Month Register.
- C) A new Consolidated quarterly requisition form for Rental Assistance Payments to be submitted along with a new Program requisition form for each individual component of the 707 Program.
- D) A new Consolidated requisition form for Administrative Fees to be submitted along with a new Program requisition form for each individual component of the 707 Program.
- E) A new year-end Operating Statement including a year-end settlement of Rental Assistance Payments.

The major change is that for the first time since the start of this program LHAs will be required to formally reconcile the Rental Assistance Payments Funds received from EOCD with the net amount paid to landlords. At the end of each fiscal year LHAs will record the excess or deficiency of funds received.

- F) This program also includes a change that will allow LHAs to keep the interest that is earned on the average operating reserve balance. However, LHAs must return to EOCD interest earned on advances for payments to landlords. LHAs will be required to submit an Annual Calculation of Excess Interest Income. This schedule is shown on page 12 - 29.

A complete description of the 707 Program is in Section 12.

6) THE MODERNIZATION PROGRAM WILL HAVE NEW QUARTERLY REPORTING FORMS

The Modernization Program has been changed to include a formal set of account numbers to record Modernization Costs and Modernization Funds received. This will allow LHAs to report costs and funding sources by Work Plan as is presently required by EOCD. A new quarterly reporting form has been developed to allow for the control of this program.

A complete description of the modernization program is in Section 13.

7) SOME DEVELOPMENT COST ACCOUNT NUMBERS HAVE BEEN CHANGED TO AGREE WITH HUD ACCOUNT NUMBERS

Some of the development cost program account numbers have been changed to be consistent with the HUD system and the new Modernization Cost account numbers.

The development program is described in Section 9.

8) THE SUPPORTIVE SERVICES PROGRAM WILL INCLUDE A BALANCE SHEET AND NEW QUARTERLY REPORTING FORMS

A formal accounting system has been set up to account for the EOCD Supportive Services Program. The system includes a formal balance sheet, new cost accounts and new quarterly financial reporting forms.

The Supportive Services Program is described in Section 14.





## SECTION 3

### GENERAL INFORMATION

EOCD enters into agreements with Local Housing Authorities to plan, design, construct, manage and administer programs to provide housing for persons of low income within the Commonwealth of Massachusetts.

A list of these programs is as follows:

|             |                       |
|-------------|-----------------------|
| Chapter 200 | Family Housing        |
| Chapter 667 | Elderly Housing       |
| Chapter 689 | Special Needs Housing |
| Chapter 705 | Family Scattered Site |
| Chapter 707 | Leased Housing        |

In addition, EOCD also funds Modernization Grants, Supportive Services Programs, and Section 8-Assisted Housing for the Chapter 200, 667, 689 and 705 Programs. This manual will address the accounting system to be used for each of these programs.

The agreement between EOCD and LHAs for the development of new housing is known as the Contract For Financial Assistance (CFA). This agreement gives a general overview of the scope of the LHAs' responsibilities during the development and management periods and specifically details how these responsibilities are to be executed.

This 15 page agreement is reproduced in Section 17 and should be examined as an introductory measure to understanding this manual.



The role of EOCD is to assist LHAs in their understanding and application of EOCD accounting guidelines. It is also EOCD's role to review LHAs' operating budgets and to monitor the accounting status of LHAs through the required financial reporting.

LHAS are, in turn, responsible to EOCD to use proper care in the preparation of operating budgets. LHAs must acquire an understanding of EOCD accounting procedures to assure that financial information is properly accumulated and reported in a timely and accurate manner.

The format of this accounting manual is to relate the four phases of the accounting cycle, Planning, Control, Measurement, and Evaluation to the four phases of the LHA accounting cycle, Budgeting, Accumulation of Accounting Data, Reporting of Accounting Data and Evaluation of Accounting Data.

A breakdown of the sections of this manual which address these four phases is as follows:

- 1) Budgeting - Section 5
- 2) Accumulation of Accounting Data - Section 6  
and Sections 8 thru 19
- 3) Reporting of Accounting Data - Section 7
- 4) Evaluation of Accounting Data - Section 20



In addition to understanding the accounting cycle, it is also necessary that LHA personnel be familiar with the specific accounting requirements associated with the individual EOCD programs and the different stages of these programs. To assist in the understanding of these requirements, this manual includes in Sections 9 thru 14 a sample housing authority, Enfield Housing Authority, to illustrate the mechanics of recording, posting, accumulating and reporting financial data for each type of EOCD program.

Section 21 of this manual is to be used to insert the "Budget Guidelines and Management Incentive Program" which are revised and issued by EOCD each year.







## SECTION 4

### THE ACCOUNTING CYCLE

There are four phases in an LHA accounting cycle. Each Phase has a corresponding Process by which an objective is accomplished.

| <u>Phase</u>   | <u>Process</u>                                      |
|----------------|---|
| 1. Planning    | Budget Process                                      |
| 2. Control     | Accumulation of Accounting Data                     |
| 3. Measurement | Reporting of Accounting Data                        |
| 4. Evaluation  | Review by Management, EOCD and Accounting Personnel |

#### A) PLANNING - PHASE 1

In accounting terms Planning is synonymous with Budgeting. The budget is a financial plan by which an attempt is made to forecast future events. The purpose of a budget is to establish a standard of measurement which will be used to compare actual amounts of revenue and expenditures against forecasted amounts. The planning phase of local housing authorities is defined by the budget process. A budget is required for each program in both development and management stages including Modernization, 707 Rental Assistance and the Supportive Services Programs. A complete description of the budget process is in Section 5.

#### B) CONTROL - PHASE 2

Control of accounting data as it applies to Local Housing Authorities means that a system has been established to properly record, classify and accumulate accounting information. Such a system provides for greater internal control, provides a means of safeguarding the assets of LHAs, promotes greater operational efficiency, and enables LHAs to adhere to proper management policies and EOCD regulations.

B) CONTROL - PHASE 2 (Continued)

The control phase for the purposes of this manual refers to the Accumulation of Accounting Data as described in Section 6, the use of proper Internal Control (Section 8), the use of proper Supporting Accounting Records (Section 15), the implementation of proper supporting policies, Capitalization, Investment, Procurement and Disposition (Section 16), an understanding of the Contract for Financial Assistance (Section 17), the accumulation of accounting data through Computerization (Section 18), and the Conversion To The New Accounting System (Section 19).

In addition to these sections, the use of a sample housing authority, Enfield Housing Authority, in Sections 9 through 14, describing the accounting procedures for specific EOCD programs, is primarily concerned with the proper accumulation of accounting data.

C) MEASUREMENT - PHASE 3

The third phase of the accounting cycle is the measurement of accounting data through a system of financial reporting. Timely and accurate reporting of financial information is essential to both the LHA and EOCD. It is only with the most recent information, compiled properly, that a meaningful analysis of an LHA's financial position can be prepared.

The primary means of measuring LHA accounting data is through a comparison of budgeted versus actual data for all programs on at least a quarterly basis.



C) MEASUREMENT - PHASE 3 (Continued)

In the case of management programs, an analysis of the true status of the operating reserve should also be done quarterly.

Illustrations of the financial reports required by EOCD are in Section 7.

D) EVALUATION - PHASE 4

The final phase, Evaluation, is the most important process in the accounting system. This phase allows the LHA and EOCD to critically review what the financial reports mean.

The evaluation process includes not only an examination of the income and expense budget versus actual figures, but also demands that a critical evaluation be made of the LHA Balance Sheet. It is the balance sheet that will best serve to reveal the true financial status of a Local Housing Authority at the end of each quarter and especially at the end of the fiscal year.

Section 20 of this manual presents a full discussion of what the balance sheet and other financial reports mean and how they may be used and understood by LHA personnel.







SECTION 5:

BUDGETING

A housing authority budget is a financial document which represents management's best estimate of the performance of its housing program(s) during a specific future time period. A budget involves forecasts of program expenditures and program income. Through the use of a budget, the current operations of a housing authority may be constantly compared with certain predetermined goals. EOCD requires budget submissions for all Development and Management Programs, Modernization, Supportive Services, and the 707 Rental Assistance Programs.

The following is a list of the EOCD programs which require a budget submission and the proper form number to be used:

| <u>Program</u>               | <u>Frequency</u>                                    | <u>EOCD<br/>Form<br/>Number</u> |
|------------------------------|---|---------------------------------|
| Development 667              | Upon approval of Schematic Design                   | 080                             |
| Development 705              | Upon approval of Schematic Design                   | 080                             |
| Development 689              | Upon approval of Schematic Design                   | 080                             |
| Initial Operating Period 667 | New Management Project at<br>the start of occupancy | 050                             |
| Initial Operating Period 705 | New Management Project at<br>the start of occupancy | 050                             |
| Initial Operating Period 689 | New Management Project at<br>the start of occupancy | 050                             |
| Management 200               | Annually  | 050                             |
| Management 667               | Annually  | 050                             |
| Management 705               | Annually  | 050                             |
| Management 689               | Annually  | 050                             |

| <u>Program</u>                 | <u>Frequency</u> | <u>EOCD<br/>Form<br/>Number</u> |
|--------------------------------|------------------|---------------------------------|
| Mgmt. Sec. 8-Assisted 200      | Annually         | 050                             |
| Mgmt. Sec. 8-Assisted 667      | Annually         | 050                             |
| Mgmt. Sec. 8-Assisted 705      | Annually         | 050                             |
| Mgmt. Sec. 8-Assisted 689      | Annually         | 050                             |
| 707 Rental Assistance          | Annually         | 070                             |
| Modernization                  | Start of Program | 096                             |
| Modernization                  | Start of Program | 097                             |
| Modernization                  | Start of Program | 098                             |
| Supportive Services<br>Program | Start of Program | 030                             |

A sample of each of the above forms is included in Section 7 of the manual.

#### DEVELOPMENT BUDGET

A development budget is established once the schematic phase of design has been approved by EOCD. The approved budget is based on the Bureau of Housing Development's prototype construction costs and on the Housing Development Plan prepared by each authority and its architect. The budget provides a total cost for the project and allocates specific costs to categories of Administration, Architectural and Engineering Costs, Site Acquisition Costs, and costs of Structures and Equipment. Anticipated income from interest and miscellaneous sources is an additional category.

The development budget form 080 is both the budget form and the reporting form. The use of the form 080 is demonstrated in Section 9, Accounting for the Development Program.



## INITIAL OPERATING PERIOD BUDGET

The Initial Operating Period (IOP) is the start of management and commences with the initial tenant occupancy. IOP will end when EOCD officially notifies the LHA that the new project is to be consolidated with existing projects of the same type, or if this is the first project of a particular program, EOCD will notify the LHA of the official start of the first full fiscal year of management.

The start of the first full year will be determined under one of the following three situations:

| <u>Situation</u>  | <u>End of IOP</u>  |
|---|--|
| 1) This is the first LHA 667, 705, or 689 program and the LHA doesn't have any other Federal or State Programs.   | IOP will continue for less than 12 months up to end of IOP budget and fiscal year approval.            |
| 2) This is the first LHA 667, 705, or 689 program and the LHA already has a 200 project and/or a Federal project. | IOP will end at the end of the 200 project and/or Federal project fiscal year.                         |
| 3) This is the second LHA 667, 705, or 689 program (i.e. 667-2)   | IOP will end with the end of the first project's fiscal year and the two budgets will be consolidated. |

NOTE: IOP may be closed out per EOCD directive while the Development period is still open.

The budget process and forms to be used for the IOP Budget are the same as those used for the Management Budget, as described below.

## MANAGEMENT OPERATING BUDGET

EOCD issues specific budget guidelines called "Budget Guidelines and Management Incentive Program". This publication, updated and issued annually, includes both an overview and detailed instructions for the preparation of the management operating budget. Each year a copy of the most recent issue of this publication is to become Section 21 of this manual.

Included in Section 7 of the manual is a copy of the new 050 operating budget forms. Please note the new page 1 of the 050 is in the identical format of the new 051-1 Quarterly Operating Statement. The use of the 050 page 1 is shown as part of the Enfield Housing Authority on page 10 - 40.

#### SECTION 8-ASSISTED HOUSING BUDGET

The Section 8-Assisted Housing uses the same 050 Budget form as the management program. Please note, per the 050 form, three special accounts are used exclusively for the Section 8 supported program. These three accounts are: Account 3115, Shelter Rent - Federal Section 8; Account 3116, Shelter Rent - EOCD Section 8; and Account 4900, Debt Service Costs.

The major difference in the Section 8-Assisted Program is that it does not receive 7300 account Operating Subsidy. This program is funded through the 3115 and 3116 Shelter Rent Income Accounts.

To prepare the 050 Operating Budget, the LHA must contact EOCD to ascertain the latest approvable "adjustment factor" to the Contract Rent amount and then justify to EOCD why the new higher contract rent is necessary and reasonable to support the cost of housing operations. The contract rent allowed by EOCD, less the anticipated tenant share of the rent per the 3100 account, less the EOCD share of Section 8 subsidy per the 3116 account (EOCD subsidizes the difference between the Federal allowance based on the tenants paying rent at 30% of their income versus the State calculation based on the tenants paying 25% of their income) equals the amount to be

budgeted in 3115 account, Shelter Rent - Federal Section 8. The actual subsidy requisitioned and received each month by the LHA is the net of the 3115 account plus the 3116 account less the 4900 Debt Service Requirement. EOCD will provide the amount to be budgeted in the 4900 account.

A complete discussion of the Section 8-Assisted Program is in Section 11.

#### 707 RENTAL ASSISTANCE PROGRAM BUDGET

The 707 Rental Assistance Program has a new annual operating budget form, Form 070. Form 070 matches the anticipated administrative fee to be earned against the anticipated expenditures to be incurred for administrative costs, insurance and employee benefits. The supporting schedules to the Form 070 are the same as those used to support the Management Operating Budget Form 050, where applicable.

#### MODERNIZATION BUDGET

The Modernization program will accumulate costs and related grants by individual Work Plans. Modernization Budgeting for individual Work Plans will be done through the use of the following 3 forms:

- 1) 096 Form Modernization Work Item Request Form
- 2) 097 Form EOCD Modernization Work Plan Number Authorization
- 3) 098 Form Budget & Detailed Cost Report

A description of the Modernization Program and an illustration of the use of these forms are in Section 13 of this manual.

#### SUPPORTIVE SERVICES BUDGET

The Supportive Services Program (SSP) budget is prepared by EOCD and the LHA after EOCD has awarded the SSP grant.

The SSP has a new budget form, Form 030. Program costs for SSP are budgeted by "Program Category" and vendor or contractor. A Program Category/Vendor number is assigned when the budget is prepared. A discussion of the SSP and an illustration of the use of the 030 form is in Section 14.









## SECTION 6: ACCUMULATION OF ACCOUNTING DATA

### A) ACCOUNTING RECORDS TO BE MAINTAINED

Upon execution of the Contract for Financial Assistance (CFA) with EOCD, the LHA should establish books of accounts and supporting accounting records for the new program.

Each of the following programs require a separate general ledger and a separate bank account, with the exception of the Modernization Program which may have one general ledger and one bank account for all modernization grants, as of the designated accounting period:

| <u>Program</u>                                | <u>Accounting Period</u> |                   |                             |                            |
|---|--------------------------|-------------------|-----------------------------|----------------------------|
|   | <u>Development</u>       | <u>Management</u> | <u>Modernization Grants</u> | <u>Supportive Services</u> |
| <u>Conventional</u>                           |                          |                   |                             |                            |
| 200   | X                        | X                 |                             |                            |
| 667   | X                        | X                 |                             |                            |
| 689   | X                        | X                 |                             |                            |
| 705   | X                        | X                 |                             |                            |
| <u>Conventional with Section 8 Assistance</u> |                          |                   |                             |                            |
| 200   |                          | X                 |                             |                            |
| 667   | X                        | X                 |                             |                            |
| 689   | X                        | X                 |                             |                            |
| 705   | X                        | X                 |                             |                            |
| <u>707 Rental Assistance</u>                  |                          |                   |                             |                            |
| Scattered Site                                |                          | X                 |                             |                            |
| MHFA  |                          | X                 |                             |                            |
| Other   |                          | X                 |                             |                            |
| <u>Modernization</u>                          |                          |                   |                             |                            |
| 200   |                          |                   | X                           |                            |
| 667   |                          |                   | X                           |                            |
| 689   |                          |                   | X                           |                            |
| 705   |                          |                   | X                           |                            |
| <u>Supportive Services</u>                    |                          |                   |                             | X                          |

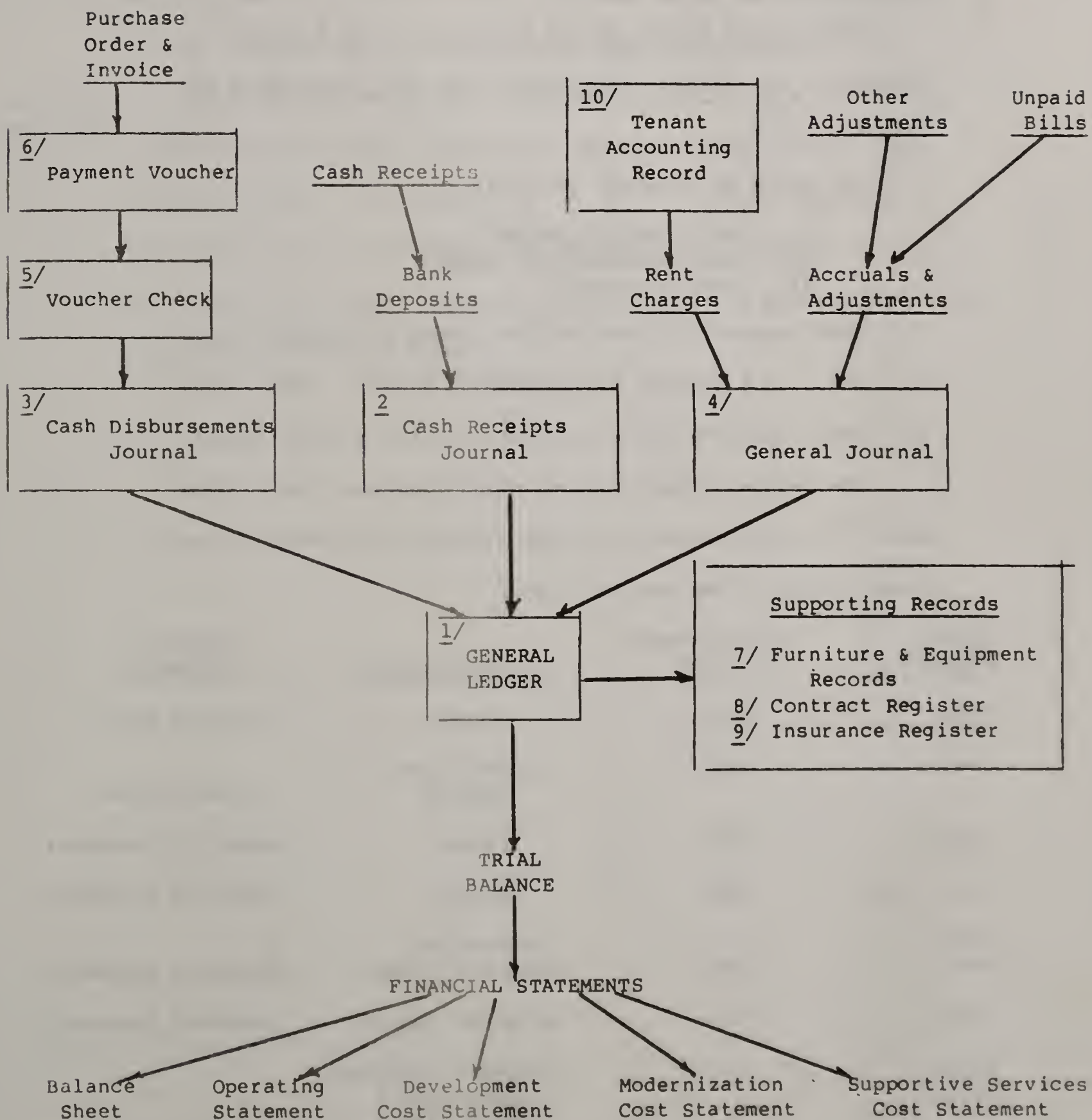
A complete list, by program, of the books of accounts and accounting records to be maintained is as follows:

|                                    | <u>Conventional</u> |              | <u>Section 8</u> |            |             | <u>Supportive</u> |
|------------------------------------|---------------------|--------------|------------------|------------|-------------|-------------------|
|                                    | <u>Dev.</u>         | <u>Mgmt.</u> | <u>Assisted</u>  | <u>707</u> | <u>MOD.</u> | <u>Services</u>   |
| 1. General Ledger                  | X                   | X            | X                | X          | X           | X                 |
| 2. Cash Receipts Journal           | X                   | X            | X                | X          | X           | X                 |
| 3. Cash Disbursements Journal      | X                   | X            | X                | X          | X           | X                 |
| 4. General Journal                 | X                   | X            | X                | X          | X           | X                 |
| 5. Voucher Check                   | X                   | X            | X                | X          | X           | X                 |
| 6. Payment Voucher                 | X                   | X            | X                | X          | X           | X                 |
| 7. Furniture & Equipment<br>Record | X                   | X            | X                | X          | X           | X                 |
| 8. Contract Register               | X                   | -            | -                | -          | X           | -                 |
| 9. Insurance Register              | X                   | X            | X                | X          | -           | -                 |
| 10. Tenants Accounting Record      | -                   | X            | X                | (A)        | -           | -                 |

(A) Tenants accounting records are used on the 707 program only when the LHA collects rents from tenants.

A chart showing the flow of the accumulation of these 10 records is shown on page 6 - 3.

FLOW OF ACCUMULATION OF ACCOUNTING DATA





1/    GENERAL LEDGER

The general ledger is the accounting record which summarizes all of the transactions from the three books of original entry.

The books of original entry are:

- 1)    Cash Receipts Journal
- 2)    Cash Disbursements Journal
- 3)    General Journal

Each transaction entered into a book of original entry is coded with a general ledger account number. These entries are summarized each month and posted to the general ledger.

The general ledger account classification, their normal Debit or Credit balance, and the financial statements to which these accounts flow are as follows:

| <u>Normal<br/>Balance</u> | <u>Account Number<br/>Series</u> | <u>Classification</u>  | <u>Financial<br/>Statement</u> |
|---------------------------|----------------------------------|--|--------------------------------|
| Debit                     | 1000                             | Assets   | Balance Sheet                  |
| Credit                    | 2000                             | Liabilities &<br>Surplus   | Balance Sheet                  |
| Credit                    | 3000                             | Income   | Operating Statement            |
| Debit                     | 4000                             | Expense  | Operating Statement            |
| Debit<br>(Credit)         | 6000                             | Nonroutine<br>Charges & Credits                                      | Operating Statement            |
| Credit                    | 7300                             | Operating Subsidy  | Operating Statement            |
| Debit<br>(Credit)         | 7500                             | Equipment Purchases<br>Capitalized &<br>Inventoried &<br>Disposition | Operating Statement            |



The classification of the general ledger account numbers for all programs is in Section 6B. The description of the general ledger accounts for all programs is shown in Section 6C.

LHAs which have manual accounting systems should use a three column general ledger account with separate debit, credit and balance columns. An illustration of general ledger accounts after they have been posted from the books of original entry is included in the sample housing authority (Enfield Housing Authority) in Section 10 of this manual.

2/ CASH RECEIPTS JOURNAL

The cash receipts journal should be designed to fit the particular program, 200, 707, Modernization, etc. and the particular accounting period, development versus management. As noted on page 6 - 3, bank deposits are utilized as the source for posting to the cash receipts journal.

During the Development Period and for Modernization Grants, the sources of cash receipts are primarily grants from EOCD and the interest income of matured investments.

During the Management Period, cash is received most often from tenants. Additional receipts are from EOCD operating subsidy, matured investments, interest income, laundry commissions and other miscellaneous items including refunds of insurance premiums.

See Section 10 for information regarding the recording of tenants receipts through a one-write system and the use of other tenant accounts forms.

An illustration of a cash receipts journal and a description of its use per a sample housing authority, Enfield Housing Authority, is also shown in Section 10.

### 3/ CASH DISBURSEMENTS JOURNAL

Similar to the cash receipts journal, the cash disbursements journal should be designed for the individual program and the particular accounting period. As shown on page 6 - 3, the source for posting to the cash disbursements journal is a copy of the voucher check.

Cash disbursements during the Development Period are primarily charges to the 1400 Development Cost Account with a corresponding debit to the applicable subsidiary account, as shown on the monthly development cost statement, Form 080. As illustrated in Section 9, development cost disbursements include payments on contracts which must be recorded in the 1800 contract award account and the 1810 contract awards contra account. Contract payments must also be recorded in a contract register. See page 6 - 12 for discussion of the Contract Register.

All Modernization cash disbursements must be coded with a new 4 digit account number suffix to assure that costs are kept by Work Plan. This coding system is fully described in Section 13.

Management cash disbursements are primarily to the 4000 Expense Control and its corresponding subsidiary accounts.

An illustration of the cash disbursements journal and a description of its use for Enfield Housing Authority is shown in Section 10.

4/    GENERAL JOURNAL

The general journal is used to record items other than cash receipts and cash disbursements. General journal entries should be in a numerical sequence at the start of each fiscal year (i.e. 86-1, 86-2, 86-3 etc. for years ending 3-31-86, 6-30-86, 9-30-86 and 12-31-86). A general journal may also be in the form of a series of individual journal vouchers. Each journal entry should be clearly described and referenced to supporting documentation when applicable. General journals should not be used to record cash transactions.

An illustration of the use of a general journal is shown for Enfield Housing Authority in Section 10.



5/    VOUCHER CHECK

EOCD recommends that LHAS having a manual accounting system use a three-part voucher check. This three-part check, an original and two carbon copies, serves to facilitate and control the filing of supporting documents and the subsequent retrieval of data for references and audit purposes.

The copy distribution is as follows:

- copy    1)    Actual Check - Sent to vendor.
- copy    2)    This copy should be filed in numerical sequence, including any voided checks.
- copy    3)    This copy should be filed alphabetically by vendor with a copy of the invoice and, if applicable, the purchase order attached.

Copies 2 and 3 may be larger in size than copy 1 to allow for a section to show that the attached invoice has been extended for price, extension and terms. This bottom section also has a section for the general ledger account number, distribution and a description of what the item is. This larger bottom section may contain a place for approval and may be used in lieu of the payment voucher described on page 6 - 10. EOCD also recommends that for the payment of utilities, the consumption amount be reflected in the description section. The copy filed alphabetically by vendor for utility payments will facilitate the preparation of the utility consumption schedule required each year.

The use of the utility consumption schedule is described in Section 15F.



6/ PAYMENT VOUCHER

A payment voucher is a basic form used to start the processing of an invoice for payment. This form attached to the invoice acts as supporting evidence that the invoice has been approved for payment and the quantity, price and extension have been checked. This form also includes a section for a description of the services or product received and the general ledger account numbers distribution.

The LHA may also choose to use an individually designed stamp which contains the same information and is simply stamped to each invoice at the time of processing.

7/ FURNITURE AND EQUIPMENT RECORDS

EOCD requires that all LHAs set up a system to inventory all furniture and equipment. A furniture and equipment record card must be established for all assets considered to be capital equipment. A sample of this record, which is to be used in support of the new inventory system, is illustrated below.

| <u>FURNITURE AND EQUIPMENT RECORD CARD</u> |                                       |
|--|---------------------------------------|
| <u>Description of Assets</u>               | <u>General Ledger Account No.</u>     |
| <u>Manufacturer</u>                        | <u>Asset No.</u>                      |
| <u>Mfg. Serial No.</u>                     | <u>Location</u>                       |
| <u>Purchased From</u>                      | <u>Date Sold</u> \$ <u>Sale Price</u> |
| <u>Date Purchased</u>                      | <u>To whom sold</u>                   |
| \$ <u>Cost</u>                             |                                       |

The new inventory system is described in Section 15D.

The purpose and use of a capitalization policy corresponding to the new inventory system is described in Section 16A.

8/ CONTRACT REGISTER

A separate contract register must be set up for each contract in a Development or Modernization Program. This register acts as a control over the total amount awarded including subsequent change orders, the amount paid to the contractor, the contract retention and balance due to the contractor. The contract register is especially important under the Modernization Program where multiple budgetary cost center distributions disallow the costing out of one architect or one contractor to one specific general ledger account.

An illustration of the use of a contract register as part of the Enfield Housing Authority, Accounting for the Development Program, is included in Section 9.

9/    INSURANCE REGISTER

An insurance register is required for maintaining control of all insurance policies for a particular project and to allow for the quarterly amortization of insurance expense. All insurance payments should be charged to Account 1211 and recorded in the insurance register with the exception of policies costing \$300.00 or less. These policies may be expensed directly to Account 4510, Insurance Expense as such amounts do not have a material effect on the LHA operating statement.

An illustration of the insurance register as part of Enfield Housing Authority, Accounting for the Management Program, is shown in Section 10.

10/ TENANTS ACCOUNTING RECORDS

A separate set of tenant accounting records should be established for each project or group of projects combined for rent collection purposes. The general ledger Account 1122, Tenants Accounts Receivable, is backed up by a tenant subsidiary ledger which is comprised of individual tenant ledger records. The individual tenant ledger records should always be equal to the 1122 general ledger control account.

All transactions regarding charges to tenants, the collection of rents, and other credits must be carefully accumulated through a series of forms. These forms are designed to allow the LHA to record and control all transactions affecting tenant account balances.

An illustration of these forms and a detailed description of their use is included as part of Enfield Housing Authority, Accounting for Management, in Section 10. There is also a general discussion of tenant accounting in Section 15C.



SECTION 6:

B) CLASSIFICATION OF ACCOUNTS

The account classifications for all account numbers for all programs and the page number of their description is as follows:

| <u>ASSETS</u>   | <u>Page No.</u> |
|---|-----------------|
| 1111 Development Fund or Modernization Cash.....                                      | 6 - 22          |
| 1112 Administration Fund Cash.....  | 6 - 22          |
| 1114 Security Deposit Fund Cash.....  | 6 - 22          |
| 1117 Petty Cash.....  | 6 - 22          |
| 1121 Accounts Receivable - Federal and EOCD - Section 8 Subsidy-<br>Shelter Rent..... | 6 - 22          |
| 1122 Accounts Receivable - Tenants Accounts.....                                      | 6 - 23          |
| 1125 Accounts Receivable - EOCD Subsidy.....  | 6 - 23          |
| 1129 Accounts Receivable - Other.....   | 6 - 23          |
| 1155 Revolving Fund Advances.....   | 6 - 23          |
| 1162 Investments.....   | 6 - 23          |
| 1171 Debt Service Fund.....   | 6 - 24          |
| 1172 Debt Service Trust Fund - Cash.....  | 6 - 24          |
| 1173 Debt Service Trust Fund - Investments.....                                       | 6 - 24          |
| 1176 Debt Service Subsidy.....  | 6 - 24          |
| 1211 Prepaid Insurance.....   | 6 - 24          |
| 1212 Inventory - Materials/Fuel.....  | 6 - 25          |
| 1290 Deferred Charges - Other.....  | 6 - 25          |
| 1400.2 Development Cost Control Account.....  | 6 - 25          |
| <u>SUBSIDIARY ACCOUNTS TO 1400.2 DEVELOPMENT COST CONTROL (MODERNIZATION)</u>         |                 |
| 1410.01 Executive Director Salary.....  | 6 - 25          |
| 1410.02 Other Salaries.....   | 6 - 25          |



SUBSIDIARY ACCOUNTS TO 1400.2 DEVELOPMENT COST CONTROL (Continued)    Page No.

|         |  |        |
|---------|--|--------|
| 1410.03 | Development Consultant.....              | 6 - 25 |
| 1410.05 | Accounting.....                          | 6 - 25 |
| 1410.06 | Advertising.....                         | 6 - 25 |
| 1410.09 | Employee Benefits.....                   | 6 - 25 |
| 1410.10 | Travel.....                              | 6 - 25 |
| 1410.11 | Insurance.....                           | 6 - 26 |
| 1410.12 | Groundbreaking & Dedication.....         | 6 - 26 |
| 1410.13 | Office Supplies & Equipment.....         | 6 - 26 |
| 1410.14 | Legal Fees - Basic Services.....         | 6 - 26 |
| 1410.15 | Legal Fees - Extra Services.....         | 6 - 26 |
| 1410.16 | Other Administration Costs.....          | 6 - 26 |
| 1420.07 | Interest Income.....                     | 6 - 26 |
| 1420.08 | Other Income.....                        | 6 - 26 |
| 1430.01 | Architect - Basic Services.....          | 6 - 26 |
| 1430.02 | Architect - Extra Services.....          | 6 - 26 |
| 1430.05 | Printing At Bidding.....                 | 6 - 26 |
| 1430.06 | Special Construction Investigations..... | 6 - 27 |
| 1430.07 | Project Representative.....              | 6 - 27 |
| 1430.08 | Measured Drawings.....                   | 6 - 27 |
| 1430.09 | Construction Testing.....                | 6 - 27 |
| 1430.10 | Other Consulting Fees.....               | 6 - 27 |
| 1430.15 | Cost Estimating.....                     | 6 - 27 |
| 1430.16 | A/E Reimbursables.....                   | 6 - 27 |
| 1430.19 | Other Costs.....                         | 6 - 27 |
| 1440.01 | Land/Building Purchase.....              | 6 - 27 |
| 1440.02 | Building Maintenance.....                | 6 - 27 |
| 1440.03 | Accrued Taxes.....                       | 6 - 27 |
| 1440.04 | Appraisal Fees.....                      | 6 - 27 |



SUBSIDIARY ACCOUNTS TO 1400.2 DEVELOPMENT COST CONTROL (Continued) Page No.

|         |   |        |
|---------|---|--------|
| 1440.05 | Recording Fees.....                           | 6 - 28 |
| 1440.06 | Relocation.....                               | 6 - 28 |
| 1440.07 | Site Search Consultant.....                   | 6 - 28 |
| 1440.08 | Other Site Acquisition Costs.....             | 6 - 28 |
| 1445.01 | Surveys.....                                  | 6 - 28 |
| 1445.02 | Borings & Test Pits.....                      | 6 - 28 |
| 1445.03 | 21E Consultant.....                           | 6 - 28 |
| 1445.04 | 21E Remediation.....                          | 6 - 28 |
| 1445.05 | Asbestos Consultant.....                      | 6 - 28 |
| 1445.06 | Asbestos Removal.....                         | 6 - 28 |
| 1445.07 | Lead Paint Consultant.....                    | 6 - 28 |
| 1445.08 | Lead Paint Removal.....                       | 6 - 28 |
| 1445.09 | Wetlands Consultant.....                      | 6 - 28 |
| 1445.10 | Other Site Development Costs.....             | 6 - 28 |
| 1450.01 | Original Construction Contract.....           | 6 - 29 |
| 1450.02 | Change Order Contingency.....                 | 6 - 29 |
| 1450.03 | Permit Fees.....                              | 6 - 29 |
| 1450.04 | Demolition.....                               | 6 - 29 |
| 1450.09 | Contracts by Others.....                      | 6 - 29 |
| 1450.10 | Other Construction Costs.....                 | 6 - 29 |
| 1465.01 | Ranges & Refrigerators.....                   | 6 - 29 |
| 1475.01 | Office Furnishings.....                       | 6 - 29 |
| 1475.02 | Maintenance Equipment.....                    | 6 - 29 |
| 1475.03 | Community Room Furnishings.....               | 6 - 29 |
| 1475.04 | Congregate Furnishings.....                   | 6 - 29 |
| 1475.05 | Information Systems Equipment.....            | 6 - 30 |
| 1475.07 | Automotive Equipment.....                     | 6 - 30 |
| 1480    | Contract-Work-In-Process - Modernization..... | 6 - 30 |





SUBSIDIARY ACCOUNTS TO 1400.2 DEVELOPMENT COST CONTROL (Continued) Page No.

|      |  |        |
|------|--|--------|
| 1490 | EOCD Directed Final Close-Out.....           | 6 - 30 |
| 1491 | Operating Reserve Funds - Modernization..... | 6 - 30 |
| 1492 | Capital Reserve Funds - Modernization.....   | 6 - 30 |
| 1498 | Other Funding - Modernization.....           | 6 - 31 |

ASSETS (Continued)

|        |   |        |
|--------|---|--------|
| 1400.3 | Development Cost Liquidation.....                 | 6 - 31 |
| 1400.4 | Inventory of Furniture and Equipment Control..... | 6 - 31 |

SUBSIDIARY ACCOUNTS TO 1400.4 CONTROL

|        |                                       |        |
|--------|---------------------------------------|--------|
| 1465.1 | Dwelling Equipment Nonexpendable..... | 6 - 31 |
| 1475.1 | Office Furniture and Equipment.....   | 6 - 31 |
| 1475.2 | Maintenance Equipment.....            | 6 - 32 |
| 1475.3 | Community Space Equipment.....        | 6 - 32 |
| 1475.4 | Congregate Furnishings.....           | 6 - 32 |
| 1475.7 | Automotive Equipment.....             | 6 - 32 |

ASSETS (Continued)

|        |   |        |
|--------|---|--------|
| 1400.5 | Development Cost Inventory of Furniture & Equipment-Contra. | 6 - 33 |
| 1400.6 | Completed Modernization Cost.....                           | 6 - 33 |
| 1690   | Undistributed Debts.....                                    | 6 - 33 |
| 1695   | Donation of Equipment - TELLER Program.....                 | 6 - 33 |
| 1800   | Contract Awards.....  | 6 - 33 |
| 1810   | Contract Awards (Contra).....                               | 6 - 33 |

LIABILITIES AND CAPITAL

|      |  |        |
|------|--|--------|
| 2111 | Accounts Payable - Other.....                    | 6 - 34 |
| 2112 | Contract Retentions.....                         | 6 - 34 |
| 2114 | Tenants Security Deposits.....                   | 6 - 34 |
| 2115 | Bid Deposits.....                                | 6 - 34 |
| 2117 | Employee's Payroll Deductions.....               | 6 - 34 |
| 2118 | Accounts Payable - EOCD Subsidy Overpayment..... | 6 - 35 |



LIABILITIES AND CAPITAL (Continued)Page No.

|      |   |        |
|------|---|--------|
| 2119 | Accounts Payable - Revolving Fund.....                      | 6 - 35 |
| 2137 | Payments in Lieu of Taxes.....                              | 6 - 35 |
| 2139 | Accrued Liabilities - Other.....                            | 6 - 35 |
| 2140 | Matured Interest and Principal.....                         | 6 - 36 |
| 2210 | Prepaid Partial Payments - 707.....                         | 6 - 36 |
| 2215 | Payments to Landlords - 707.....                            | 6 - 36 |
| 2216 | Charges to Tenants - 707.....                               | 6 - 36 |
| 2240 | Tenants Prepaid Rents.....                                  | 6 - 36 |
| 2290 | Undistributed Credits.....                                  | 6 - 37 |
| 2291 | Deferred Subsidy.....                                       | 6 - 37 |
| 2292 | Deferred Credits - Other.....                               | 6 - 37 |
| 2320 | Grants Issued.....  | 6 - 37 |
| 2321 | Bonds Issued.....   | 6 - 37 |
| 2323 | Bonds Retired.....  | 6 - 37 |
| 2324 | Cumulative EOCD Modernization Contribution.....             | 6 - 37 |
| 2325 | Notes Issued.....   | 6 - 37 |
| 2326 | Notes Retired.....  | 6 - 38 |
| 2400 | Valuation of Fixed Assets.....                              | 6 - 38 |
| 2460 | Gifts and Donations.....                                    | 6 - 38 |
| 2550 | Debt Service Reserve.....                                   | 6 - 38 |
| 2551 | Unamortized Bond Premium.....                               | 6 - 38 |
| 2552 | Debt Service Requirement.....                               | 6 - 38 |
| 2553 | Debt Service Contribution.....                              | 6 - 38 |
| 2560 | Capital Reserve.....  | 6 - 39 |
| 2590 | Operating Reserve.....                                      | 6 - 39 |
| 2700 | Net Income (Deficit).....                                   | 6 - 39 |
| 2900 | Modernization Grants.....                                   | 6 - 40 |
| 2960 | Supportive Services Program - Interest on Program Funds.... | 6 - 40 |





LIABILITIES AND CAPITAL (Continued)Page No.

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|------|---|--------|
| 2990 | Supportive Services Program - Other Funds.....    | 6 - 40 |
| 2995 | Fees Earned From Developers - TELLER Program..... | 6 - 40 |

INCOME ACCOUNTS

|      |                                       |        |
|------|---------------------------------------|--------|
| 3110 | Shelter Rent - Tenant.....            | 6 - 41 |
| 3115 | Shelter Rent - Federal Section 8..... | 6 - 41 |
| 3116 | Shelter Rent - EOCD Section 8.....    | 6 - 41 |
| 3120 | Utility Charges to Tenants.....       | 6 - 41 |
| 3190 | Nondwelling Rentals.....              | 6 - 41 |
| 3400 | Administrative Fee - 707.....         | 6 - 42 |
| 3610 | Interest on Investments.....          | 6 - 42 |
| 3690 | Other Operating Receipts.....         | 6 - 42 |

EXPENSE ACCOUNTS

|      |  |        |
|------|--|--------|
| 4000 | Operating Expense Control Account..... | 6 - 43 |
|------|--|--------|

SUBSIDIARY LEDGER TO 4000 CONTROL

|      |                                 |        |
|------|---------------------------------|--------|
| 4110 | Administrative Salaries.....    | 6 - 43 |
| 4130 | Legal.....                      | 6 - 43 |
| 4140 | Members Compensation.....       | 6 - 44 |
| 4150 | Travel and Related Expense..... | 6 - 45 |
| 4170 | Accounting Services.....        | 6 - 45 |
| 4190 | Administrative Other.....       | 6 - 46 |
| 4230 | Tenant Organization.....        | 6 - 47 |
| 4310 | Water.....                      | 6 - 48 |
| 4320 | Electricity.....                | 6 - 48 |
| 4330 | Gas.....                        | 6 - 48 |
| 4340 | Fuel.....                       | 6 - 48 |
| 4360 | Energy Conservation.....        | 6 - 48 |
| 4390 | Other Utilities.....            | 6 - 48 |
| 4410 | Maintenance Labor.....          | 6 - 49 |



SUBSIDIARY LEDGER TO 4000 CONTROL (Continued)Page No.

|      |                                      |        |
|------|--------------------------------------|--------|
| 4420 | Materials & Supplies.....            | 6 - 49 |
| 4430 | Contract Costs.....                  | 6 - 49 |
| 4510 | Insurance.....                       | 6 - 50 |
| 4520 | Payment in Lieu of Taxes.....        | 6 - 50 |
| 4540 | Employee Benefits.....               | 6 - 50 |
| 4790 | Provision for Operating Reserve..... | 6 - 50 |
| 4799 | Provision for Capital Reserve.....   | 6 - 51 |
| 4800 | EOCD-Directed Costs.....             | 6 - 51 |
| 4900 | Debt Service (Section 8 ONLY).....   | 6 - 51 |

NONROUTINE EXPENDITURES AND CREDITS

|      |                                     |        |
|------|-------------------------------------|--------|
| 6210 | Prior Year & Other Adjustments..... | 6 - 52 |
| 6510 | Extraordinary Maintenance.....      | 6 - 52 |
| 6580 | Collection Loss.....                | 6 - 52 |
| 7520 | Replacement of Equipment.....       | 6 - 52 |
| 7530 | Receipt from Sale of Equipment..... | 6 - 52 |
| 7540 | Betterments & Additions.....        | 6 - 53 |

EOCD SUBSIDY

|      |                               |        |
|------|-------------------------------|--------|
| 7300 | Operating Subsidy Earned..... | 6 - 53 |
|------|-------------------------------|--------|



C)

DESCRIPTION OF ACCOUNTSASSETS1111 DEVELOPMENT FUND OR MODERNIZATION FUND CASH

The debit balance of this account represents Development Fund or Modernization Fund cash on deposit or to be deposited with a bank or banks for the planning and development or modernization of projects in accordance with a Development Fund Agreement executed between the local housing authority, EOCB, and the fiscal agent.

1112 ADMINISTRATION FUND CASH

The debit balance of this account represents Administration Fund cash on deposit or to be deposited with a bank or banks for the management and operation of projects in accordance with the executed Development Fund Agreement.

1114 SECURITY DEPOSIT FUND CASH

The debit balance in this account represents cash for Security Deposit held to guarantee performance of the covenants of the lease. Total funds in this account shall at all times equal or exceed the aggregate of all of its outstanding obligation.

1117 PETTY CASH

The debit balance of this account represents the amount of cash set aside, not in excess of the amount authorized by LHA resolution, as an imprest fund for the payment of minor expenses. This fund may also be used for making change when a separate change fund is not authorized by LHA resolution.

No disbursement should be made from this account without an authorized petty cash voucher signed by the recipient. This account should be replenished as needed. The accounting entry to accompany the replenishment is a Debit to 4190 or other applicable expense account (i.e. 4420, 4430, etc.) supported by petty cash slips and a credit to the Administrative Fund Cash.

1121 ACCOUNTS RECEIVABLE - FEDERAL AND EOCB SECTION 8 SUBSIDY - SHELTER RENT

The debit balance of this account represents the net amount of subsidy due from EOCB for a Section 8-Assisted Program. This net amount due is the total of the amount due for the 3115 account (Federal Share) plus the 3116 account (State share) less the 4900 account. See Section 11 for a complete description of the Section 8-Assisted Program.





1122 ACCOUNTS RECEIVABLE - TENANTS ACCOUNTS

The balance of this account represents the net of the debit and credit balances of the individual tenant accounts, including retroactive rent charges. For reporting purposes, the sum of the individual debit balances shall be reported on the quarterly financial statement under this account in order to disclose the gross amount due from tenants. The sum of the individual credit balances shall be reported under Account 2240, Deferred Credits - Tenants Prepaid Rents.

This account may be maintained by project or by any combination of projects under the same Contract for Financial Assistance.

1125 ACCOUNTS RECEIVABLE - EOCB SUBSIDY

The debit balance of this account represents the amount due from EOCB for operating subsidy not paid to the LHA during the year. This account also includes the amount due from EOCB for the Year-End Settlement on the 707 leasing program for both Rental Assistance Payments and Administrative Fees. This account should be subdivided similarly to Account 2118.

1129 ACCOUNTS RECEIVABLE - OTHER

The debit balance of this account represents the amount of miscellaneous receivables due from others. This account shall be subdivided to 1129.1, 1129.2, 1129.3, etc. to segregate the amount due from each debtor.

1155 REVOLVING FUND ADVANCES

The debit balance of this account represents the amount advanced to a revolving fund, which is covered by a General Depository Agreement, for the purpose of payment of items chargeable to any or all projects or enterprises of the LHA.

1162 INVESTMENTS

This account should be debited with the cost of securities purchased from monies on deposit in the Development, Management, or Modernization Fund cash account. This account should also be debited with the amount of such funds deposited in Certificates of Deposits, FDIC insured, Money Market Funds, U.S. Treasury Bills, Savings Accounts, and Mass. Municipal Depository Trust (MMDT).

This account should be credited with the cost of securities sold and with the amounts withdrawn from time, savings, money market, and MMDT accounts.

This account should be subdivided to 1162.1, 1162.2, 1162.3, etc. to segregate and identify individual institutions holding investments.



1171 DEBT SERVICE FUND

The debit balance of this account represents the amount of funds on deposit with the Fiscal Agent for the payment of interest and principal on the original Development Cost of the project.

1172 DEBT SERVICE TRUST FUND - CASH

The debit balance of this account represents the amount of funds on deposit with the Fiscal Agent for advance retirement of debt or for such other purposes as provided in the Contract for Financial Assistance.

1173 DEBT SERVICE TRUST FUND - INVESTMENTS

This account should be debited with the cost of securities purchased by the Fiscal Agent from funds on deposit in any of the debt amortization fund accounts (Debt Service Fund). This account should also be debited with the amount of debt amortization funds deposited by the Fiscal Agent in a time or savings account in a bank or other institution and with the amount of interest earned and credited to such time or savings account by the depository bank or institution.

This account should be credited with the cost of securities sold and with amounts transferred by the Fiscal Agent from a time or savings account to the appropriate debt amortization fund account.

1176 DEBT SERVICE SUBSIDY

The debit balance of this account represents the amount of the Debt Service Contribution due from EOCB pursuant to the terms and conditions of the Contract for Financial Assistance. See Section 15E for a complete description of Fiscal Agent Accounts.

1211 PREPAID INSURANCE

The balance in this account should consist of unexpired insurance. The account should be supported by an Insurance Register showing the amount of unexpired premiums and quarterly expenses.

Insurance, when purchased, should be charged to this account, (policies costing \$300.00 and less may be expensed directly to Account 4510). A portion of each policy expiring in the current quarter, as shown on the Insurance Register, should be credited to Account No. 1211 and charged to Account No. 4510.





- 1212      INVENTORY - MATERIAL/FUEL This account represents the materials and fuel inventories on hand at the end of the fiscal year. A physical inventory of materials such as paint, glass, etc., and fuel should be taken at the end of the year and adjusted to the 4420 and 4340 accounts respectively.
- 1290      DEFERRED CHARGES - OTHER The debit balance of this account represents the amount of prepayments of expenses (such as the unexpired portion of the annual retirement bill) not specifically chargeable to other accounts.
- 1400.2      DEVELOPMENT COST - (CONTROL ACCOUNT) This account should be debited with all costs incurred in connection with the development of the project. These costs are more specifically detailed in the description of the subsidiary accounts to *Account 1400.2*

#### SUBSIDIARY ACCOUNTS TO 1400.2 DEVELOPMENT/MODERNIZATION COST CONTROL

##### 1410 ADMINISTRATION

- 1410.01      EXECUTIVE DIRECTOR SALARY Salary and bonuses of the executive director approved by EOCD. Other administrative staff should not be recorded in this account for development programs.
- 1410.02      OTHER LHA SALARIES Salaries of all LHA personnel engaged in administrative work relating to the planning and development of the project as approved by EOCD. Under Modernization work plans, this account is used for tenant coordinator only.
- 1410.03      DEVELOPMENT CONSULTANT Consultant fees and reimbursable expenses for project development as specified by contract. This category does not include the services of a site search consultant, see *Account 1440.07 Site Search Consultant*.
- 1410.05      ACCOUNTING Accounting invoices approved for payment by EOCD. Only accounting services performed on a contractual basis (fee accountant) should be included in this amount. Full or part-time accounting staff who provide routine accounting services should be included in *Account 1410.02, Other LHA Salaries*.
- 1410.06      ADVERTISING All advertising expenses necessary in connection with securing professional consultant services, construction bidding, procurement and other contracts for development work should be charged to this account.
- 1410.09      EMPLOYEE BENEFITS Amounts paid by LHAs for employee benefits in connection with payroll chargeable to development should be charged to this account. Employee benefits for both development and modernization programs are restricted to the following 3 items:
- A)      FICA - Employee share of social security tax
  - B)      FUTA - Employer share of unemployment tax
  - C)      GIC - Employer share of group health insurance
- 1410.10      TRAVEL Travel expenses of LHA board members and employees of the LHA in conjunction with the development project and within limits previously approved by EOCD should be charged to this account. The maximum allowable amount is established by EOCD's Project Development Unit and a mileage rate is established by the EOCD's Housing Management Unit.



- 1410.11     INSURANCE The portion of the cost of worker's compensation insurance in connection with payroll chargeable to development shall be charged to this account. In special cases, fire insurance on furniture and fixtures in the office of the LHA prior to the beginning of the Initial Operating Period should be charged to this account.
- 1410.12     GROUNDBREAKING & DEDICATION Printing & postage expenses for ceremony invitations, light refreshments, and a plaque for the dedication ceremony shall be charged to this account.
- 1410.13     OFFICE SUPPLIES & EQUIPMENT The cost of supplies and equipment for an existing office that are necessary to support project development, such as paper, file cabinets, postage, etc., should be charged to this account. Does not include general office overhead or basic operating costs; these are not allowable development expenses.
- 1410.14     LEGAL FEES - Basic Services Attorney fees and reimbursable expenses for basic legal services as specified by the Contract for Legal Services.
- 1410.15     LEGAL FEES - Extra Services Attorney fees and reimbursable expenses for extra legal services as specified by the Contract for Legal Services and as approved by EOCD.
- 1410.16     OTHER ADMINISTRATIVE COSTS Other administrative costs approved by EOCD that are not allocable to specific line items. These costs may include: miscellaneous office expenses not included elsewhere, such as out-of-office fax or copying, express mail service, UPS or Federal Express. Does not include general office overhead or basic operating costs; these are not allowable development expenses.

#### 1420   OFFSETTING INCOME

- 1420.07     INTEREST INCOME For the period commencing with the release of development funds to the LHA until the completion of the development, the interest earned on development-related funds should be credited to this account. Interest income on Modernization funds must be assigned to the applicable Work Plan 1420.7 subsidiary account as it is recorded.
- 1420.08     OTHER INCOME Any revenue from rent and other miscellaneous income shall be credited to this account. Does not include the cost of any waived fees or construction provided as donation by municipality or other public authorities. Any rent paid should be charged to 1410.16.

#### 1430   ARCHITECTURAL & ENGINEERING

- 1430.01     A/E BASIC SERVICES Consultant fees for basic architectural and engineering services as specified by the Contract for Architectural Services should be charged to this account. Reimbursable expenses as identified by the contract are not included here, see *Account 1430.16 A/E Reimbursable*.
- 1430.02     A/E EXTRA SERVICES Consultant fees for extra architectural services as defined by the Contract for Architectural Services and as approved by EOCD should be charged to this account.
- 1430.05     PRINTING AT BIDDING The cost of printing plans and specifications which are not provided in the Contract for Architectural Services should be charged to this account. This includes printing of all bid documents, addenda, bid tallies, and the postage for mailing same. Any money (bid deposits) received by the local authority from the sale of project plans and specifications shall be credited to this account.





- 1430.06 SPECIAL CONSTRUCTION INVESTIGATION All special structural and construction investigations for projects involving rehabilitation, redevelopment, or adaptive reuse should be charged to this account. Includes termite inspection, if required. Excludes lead paint and asbestos investigations, see 1445.07 *Lead Paint Consultant & Account* 1445.05 *Asbestos Consultant*.
- 1430.07 PROJECT REPRESENTATIVE The salary and reimbursable expenses for a Project Representative or "Clerk of the Works" for inspecting the construction of the project should be charged to this account. The salary must be pre-approved by EOCD.
- 1430.08 MEASURED DRAWINGS The cost of preparing measured drawings, as an extra service, for rehabilitation projects should be charged to this account. Measured drawings are dimensional drawings prepared by the architect when there are no record drawings of an existing structure.
- 1430.09 CONSTRUCTION TESTING Construction testing invoices approved for payment by EOCD. The cost of testing required during construction should be charged to this account. Tests include concrete testing, testing of steel construction, and window and brick infiltration. Tests required during the initial development period are not included here. See 1445.02 *Borings & Test Pits*.
- 1430.10 OTHER CONSULTING FEES Other consultant services, as necessary and as approved by EOCD. May include the services of archaeological, traffic, noise, air quality and other consultants.
- 1430.15 COST ESTIMATING The services of a professional cost estimator retained by the LHA architect in accordance with the Contract for Architectural Services shall be charged to this account.
- 1430.16 ARCHITECT'S REIMBURSABLE Reimbursable expenses in accordance with the Contract for Architectural Services and not included elsewhere in the project budget, should be charged to this account. The 10% coordination allowance to the LHA architect is included here.
- 1430.19 OTHER COSTS Architectural and engineering related items that do not fit categories listed above are included here. LHA must keep detailed record of description and amount of item.

#### 1440 SITE ACQUISITION

- 1440.01 LAND The actual cost of land and/or buildings, and easements shall be charged to this account. Amount includes any deposits on options to purchase.
- 1440.02 BUILDING MAINTENANCE (Rehab only) The expense of maintaining existing buildings, including heating and security measures, prior to rehabilitation or demolition should be charged to this account. The cost of insuring a building before rehabilitation or demolition, if not covered by an existing policy, should also be charged to this account.
- 1440.03 ACCRUED TAXES Typically, LHAs should not pay accrued taxes because they are tax exempt organizations, however; there may be instances where this expense is approved by EOCD to be paid at the time of a real estate closing. If approved, they should be charged to this account. If there are any delinquent taxes on a property when it is acquired, or special assessments, these taxes should also be charged to this account.
- 1440.04 APPRAISALS The cost of professional appraisal services for land, buildings, and other improvements should be charged to this account.





- 1440.05      RECORDING FEES The actual cost of recording plans, deeds, and/or other instruments in connection with property should be charged to this account when these fees are not included in the purchase price. Actual recording expenses are reported by the LHA attorney and approved for payment by EOCD.
- 1440.06      RELOCATION Cost of relocating tenants and businesses as authorized by Chapter 79A, and as amended by Chapter 863 of the Acts of 1973. Also the cost of moving or temporarily relocating an LHA office, as well as the temporary storage of LHA equipment displaced during construction.
- 1440.07      SITE SEARCH CONSULTANT Consultant fees and reimbursable expenses for site identification and selection as specified by contract and as approved by EOCD.
- 1440.08      OTHER SITE ACQUISITION COSTS Includes all other site acquisition costs.

1445 SITE DEVELOPMENT

- 1445.01      SURVEYS The cost of property line and topographic surveys, wetlands identification and mapping, and the cost of monuments, markers, and associated blueprints should be charged to this account.
- 1445.02      BORINGS & TEST PITS All costs incurred for borings and/or test pits, associated soils testing such as soil percolation tests, and the compilation of engineering data in connection with the selection of sites should be charged to this account.
- 1445.03      21E INSPECTION Consultant fees and reimbursable expenses for the investigation of hazardous materials (21E investigation) as specified by contract and as approved by EOCD.
- 1445.04      21E REMEDIATION Cost of preparing a remediation plan, specification writing, and permitting for removal of hazardous materials, consultant supervision during removal, and the full amount of 21E remediation contract including change orders.
- 1445.05      ASBESTOS CONSULTANT Consultant fees and reimbursable expenses for detailed asbestos inspection services as specified by contract. This does not include any portion of a 21E inspection that finds asbestos.
- 1445.06      ASBESTOS REMOVAL Cost of specification writing for removal of asbestos, consultant supervision during removal, and the full amount of asbestos remediation contract including change orders.
- 1445.07      LEAD PAINT CONSULTANT Consultant fees and reimbursable expenses for detailed lead paint inspection services as specified by contract. This does not include any portion of a 21E inspection that finds lead paint.
- 1445.08      LEAD PAINT REMOVAL Cost of specification writing for removal of lead paint, consultant supervision during removal, and the full amount of lead paint remediation contract including change orders.
- 1445.09      WETLANDS CONSULTANT Consultant fees and reimbursable expenses for the wetlands investigations necessary for determining compliance with the Wetlands Protection Act, including filings with the local conservation commission and the Department of Environmental Protection (DEP), and as specified by contract.
- 1445.10      OTHER SITE DEVELOPMENT COSTS Includes all other site related non-construction costs.



## 1450 CONSTRUCTION COSTS

- 1450.01 ORIGINAL CONSTRUCTION CONTRACT The amount of construction contract approved and executed by EOCD for new construction and/or rehabilitation. This figure does not include change orders. See *Account 1450.02 Change Order Contingency*.
- 1450.02 CHANGE ORDER CONTINGENCY Contingency for non-discretionary construction contract change orders only as approved by EOCD.
- 1450.03 PERMIT FEES Construction related permits paid by the LHA in accordance with the General Conditions of the project specifications.
- 1450.04 DEMOLITION Amount of contract for the demolition of existing buildings, or the cost of demolition included in the general construction contract should be charged to this account. If unable to separate demolition cost from total construction cost carry in *Account 1450.01 Original Construction Contract*.
- 1450.09 CONTRACT BY OTHERS Construction costs approved by EOCD that are not allocable to specific line items. These costs may include: utility backcharges, installation of storage sheds, and minor construction contracts such as those required for drilling wells or for off-site improvements not performed as part of the Original Construction Contract. When the general contractor pays for any of the foregoing items, they are included in *Account 1450.01 Original Construction Contract*.
- 1450.10 OTHER CONSTRUCTION COSTS Items that do not fit categories listed above are included here. LHA should keep detailed record of description and amount of item.

## 1475 EQUIPMENT

- 1465.01 RANGES & REFRIGERATORS When the purchase of ranges and refrigerators for 667 and 705 projects is not included in the general construction contract, the cost of ranges and refrigerators should be charged to this account.
- 1475.01 OFFICE FURNISHINGS The cost of office furnishings for newly created office space should be charged to this account. A list of proposed furnishings and an actual cost estimate must be submitted to EOCD for approval prior to acquisition.
- 1475.02 MAINTENANCE EQUIPMENT The cost of lawn mowers, snow removal equipment, tools and other similar maintenance equipment should be charged to this account. A list of equipment and an actual cost estimate must be submitted to EOCD for approval prior to acquisition.
- 1475.03 667 COMMUNITY SPACE EQUIPMENT Furnishings for common areas of 667 buildings only should be charged to this account. Furnishings for individual bedrooms are to be provided by the resident. This category does not include the cost of furnishing the shared areas in congregate units. A list of furnishings and an actual cost estimate must be submitted to EOCD for approval prior to acquisition.
- 1475.04 667 CONGREGATE FURNISHINGS Furnishings for the shared areas in congregate 667 buildings should be charged to this account. Furnishings for individual bedrooms are to be provided by the resident. A list of furnishings and an actual cost estimate must be submitted to EOCD for approval prior to acquisition.







1475.05      INFORMATION SYSTEMS EQUIPMENT Includes computer systems, software, tele-fax machines. Computer expenditures must be approved by both EOCD's Housing Management and EOCD's Project Development Unit.

1475.07      AUTOMOTIVE EQUIPMENT Requests for automotive equipment must be made at the time of the Pre-Design Programming phase. If approved, the cost will be apportioned with the existing housing stock of the LHA and development funding approved by the EOCD project manager.

1490    OTHER

1490.00      EOCD DIRECTED FINAL CLOSE-OUT COST Use this account as directed by EOCD's Bureau of Housing Finance.

1480      CONTRACT WORK-IN-PROCESS - MODERNIZATION

This account should be debited with the cost of Contract Work-In-Process under Modernization Work Plans only. The LHA may elect to charge costs to this account for any modernization contract (i.e. contractors, architects, engineers, etc.) where, due to multiple cost distributions, it is not feasible to ascertain the exact Work Plan classification at the time of payment to the contractor. The LHA must maintain an appropriate subdivision of the 1480 account (i.e. 1480.1, 1480.02, 1480.3, etc.) for each contract. This contract register must tie back to the individual 1480 account at all times. All 1480 accounts must be redistributed by Work Plan to the applicable 1430 and 1450 accounts for the quarterly report. The Form 090 must be submitted to EOCD 60 days after the end of the reporting quarter.

1491      MODERNIZATION - OPERATING RESERVE FUNDS

This account is a subsidiary to the individual 1400 Work Plan Cost Control Account. The credit balance of this account represents the Operating Reserve Funds transferred to a Modernization Work Plan as approved by EOCD per Form 097 MODERNIZATION WORK PLAN NUMBER AUTHORIZATION. LHAs must record Operating Reserve Funds to the individual work plan subsidiary 1491 account when EOCD approves the 097 form.

1492      This account is a subsidiary to the individual 1400 Work Plan Cost Control Account. The credit balance of this account represents the Capital Reserve Funds transferred to a Modernization Work Plan as approved by EOCD per Form 097 MODERNIZATION WORK PLAN NUMBER AUTHORIZATION. LHAs must record Capital Reserve Funds to the individual work plan subsidiary 1492 account when EOCD approves the 097 form.



1498 MODERNIZATION - OTHER FUNDING

This account is a subsidiary to the individual 1400 Work Plan Cost Control Account. The credit balance of this account represents funds received for a Modernization Work Plan which are not specifically noted above. LHAs must record Other Funding to the individual work plan subsidiary 1498 account when EOCD approves the 097 form.

ASSETS (Continued)

1400.3 DEVELOPMENT COST LIQUIDATION

The credit balance of this account represents the amount previously reserved for debt service but which has been applied to the retirement of bonds or notes. See Account 2323.

1400.4 INVENTORY OF FURNITURE AND EQUIPMENT CONTROL

This account should be debited, and Account 2400 credited, for the cost of furniture and equipment purchased during the management period.

The purchase of inventory of furniture and equipment is also charged to subsidiary Accounts 1465.1, 1475.1, 1475.2, 1475.3 and 1475.2 as described in the subsidiary ledger to 1400.4.

SUBSIDIARY LEDGER TO 1400.4

1465.1 DWELLING EQUIPMENT NONEXPENDABLE

This account should be debited with the cost of all items of nonexpendable dwelling equipment such as ranges, refrigerators, etc. paid from Operating Receipts. This should be the case whether such equipment is purchased as a replacement of existing equipment (Account 7520) or as an addition to the project (Account 7540).

This account should be credited, and Account 2400 debited, with the acquisition cost of all items of nonexpendable dwelling equipment which are sold, traded in, or otherwise disposed of.

1475.1 OFFICE FURNITURE AND EQUIPMENT

This account should be debited with the cost of all items of nonexpendable office furniture and equipment paid from Operating Receipts, regardless of whether such equipment is purchased as a replacement of existing equipment or as an addition to the project.

This account should be credited, and Account 2400 debited, with the acquisition cost of all items of nonexpendable office furniture and equipment which are sold, traded in, or otherwise disposed of.





1475.2 MAINTENANCE EQUIPMENT

This account should be debited with the cost of all items of nonexpendable maintenance equipment paid from Operating Receipts, regardless of whether such equipment is purchased as a replacement of existing equipment or as an addition to the project.

This account should be credited, and Account 2400 debited, with the acquisition cost of all items of nonexpendable maintenance equipment which are sold, traded in, or otherwise disposed of.

1475.3 COMMUNITY SPACE EQUIPMENT

This account should be debited with the cost of all items of nonexpendable community space equipment paid from Operating Receipts, regardless of whether such equipment is purchased as a replacement of existing equipment or as an addition to the project.

This account should be credited, and Account 2400 debited, with the acquisition cost of all items of nonexpendable community space equipment which are sold, traded in, or otherwise disposed of.

1475.4 CONGREGATE FURNISHINGS

This account should be debited with the cost of all items of nonexpendable furnishings and equipment for shared facilities in congregate units paid from Operating Receipts. This should be the case whether such equipment is purchased as a replacement of existing equipment or as an addition to the project.

1475.7 AUTOMOTIVE EQUIPMENT

This account should be debited with the cost of all items of automotive equipment paid from Operating Receipts, regardless of whether such equipment is purchased as a replacement of existing equipment or as an addition to the project.

This account should be credited, and Account 2400 debited, with the acquisition cost of all items of automotive equipment which are sold, traded in, or otherwise disposed of.





ASSETS (Continued)

1400.5 DEVELOPMENT COST INVENTORY OF FURNITURE & EQUIPMENT - CONTRA

The account should be credited, and Account 1400.4 debited, with the cost of Furniture and Equipment inventory purchased during the Development period. The following 1400.2 Development Cost Subsidiary accounts will become subsidiary accounts to 1400.4 account:

|         |                            |
|---------|----------------------------|
| 1465.01 | Ranges & Refrigerators     |
| 1475.01 | Office Furnishings         |
| 1475.02 | Maintenance Equipment      |
| 1475.03 | Community Room Furnishings |
| 1475.04 | Congregate Furnishings     |
| 1475.07 | Automotive Equipment       |

When inventory items originally purchased in development are sold or otherwise disposed of, the LHA should debit Account 1400.5 and credit 1400.4 and the applicable subsidiary account. When inventory items originally purchased under management are sold or otherwise disposed of, the LHA should debit Account 2400 and credit 1400.4 and the applicable subsidiary account.

1400.6 COMPLETED MODERNIZATION COSTS

This account shall be debited, and Account 2324 credited, for modernization projects which have been officially closed out by EOCD.

1690 UNDISTRIBUTED DEBITS

The debit balance of this account represents the amount of expenditures pending determination of proper classification.

1695 DONATION OF EQUIPMENT - TELLER PROGRAM

The debit balance of this account represents equipment purchased by a TELLER project and donated to an LHA State Program. See Section 22.

1800 CONTRACT AWARDS

The debit balance of this account represents the amount of the uncompleted portion of development and modernization contracts (contra to Account 1810) as shown in the contract register. This account shall be further subdivided to 1800.1, 1800.2, 1800.3, etc. for each individual contract.

1810 CONTRACT AWARDS (CONTRA)

The credit balance of this account represents the amount of the uncompleted portion of development and modernization contracts (contra to Account 1800). This account is subdivided similar to Account 1800.



## LIABILITIES AND CAPITAL

### 2111 ACCOUNTS PAYABLE - OTHER

The credit balance of this account represents amounts payable on open accounts and contract billings for materials received or services rendered.

### 2112 CONTRACT RETENTIONS

The credit balance of this account represents the amount withheld by the LHA from contractors' billings. This account should be further subdivided to 2112.1, 2112.2, 2112.3, etc. to segregate the amounts withheld for each specific contract and contractor.

### 2114 TENANTS SECURITY DEPOSITS

The credit balance of this account represents the amount of deposits which are held for tenants and are to be returned on the termination of their leases (after deducting therefrom rent due and charges for property damages for which tenants are held responsible). This account may be maintained by project or by any combination of projects under the same program or it may be further subdivided as desired by the LHA to Accounts 2114.1, 2114.2, 2114.3, etc.

### 2115 BID DEPOSITS

The credit balance of this account represents the amount of deposits placed with the LHA and deposited in the Development or Modernization Fund pending refund or other disposition. This account should include items such as earnest money, good faith deposits by contractors and bond purchasers, deposits on blueprints, etc.

### 2117 EMPLOYEE'S PAYROLL DEDUCTIONS

The credit balance of this account represents the amount of payroll deductions and contributions which have been withheld for employees. This account should include payroll deductions for federal taxes, state taxes, retirement fund, group insurance, etc. This account may be subdivided for the purpose of maintaining separate accounts for each classification of payroll deduction and contribution, such as Federal Income Tax 2117.1, State Taxes 2117.2, Retirement 2117.3, Group Insurance 2117.4, etc. In preparing financial statements, however, the total of the credit balances of the sub-accounts shall be included in Account 2117.





2117 ACCOUNTS PAYABLE - EOCB - SUBSIDY OVERPAYMENT

This account shall be credited with:

- a) Excess 7300 Operating Subsidy Funds received for the fiscal year, as noted on line 14 of Form 051-5. This account is credited only at the end of the year; for the first three quarters of the year, line 14 of 051-5 is credited to Account 2291. The year-end adjustment to this account is reversed in the subsequent fiscal year.
- b) 707 Program excess Rental Assistance Payments received during the year as shown on line 32 of Form 071. The year-end adjustment to this account is not reversed in the subsequent fiscal year. (See Form 074 page 12 - 32)
- c) 707 Program Excess Interest Income as calculated on line 10 of Form 072. The year-end adjustment to this account is not reversed in the subsequent fiscal year.
- d) 707 Program excess Administrative Fees requisitioned during the year as shown on line 4 of Form 076 for the 4th quarter. The year-end adjustment to this account is reversed in the subsequent fiscal year.

NOTE: For the 707 Rental Assistance Program this account should be subdivided to 2118.1, 2118.2 and 2118.3 to segregate the different classifications.

2119 ACCOUNTS PAYABLE - REVOLVING FUND

The credit balance of this account represents the amount due to the Revolving Fund. This amount should be equal to the corresponding accounts receivable in the Revolving Fund.

2137 PAYMENT IN LIEU OF TAXES (PILOT)

The credit balance of this account represents the amount of accrued expense for payments in lieu of taxes (PILOT). The 4520 account is debited, and this account is credited, for the quarterly accrual of PILOT. See Section 15G for an explanation of the computation of PILOT for each program.

2139 ACCRUED LIABILITIES - OTHER

The credit balance of this account represents the amount of accrued liabilities not applicable to other specific liability accounts.



2110 MATURED INTEREST AND PRINCIPAL

The credit balance of this account represents the accrued interest and principal for the retirement of bonds on the Chapter 200 program. This account is credited and Account 2552 is debited each quarter to accrue the Debt Service Requirement. This account is debited and Account 1171 credited when the Debt Service is paid by the fiscal agent. The entries for these transactions are given to LHAs on the EOCD Form ACL known as "Check List for Debt Service And Related Accruals". (See Section 15E)

2210 PREPAID PARTIAL PAYMENTS - 707

This account should be credited, and Account 1112 debited, with the amount of partial payments received from EOCD during the fiscal year for all 707 Rental Assistance Payments.

At the end of each fiscal year this account should be debited with the total funds received during the year as shown on line 30 of the EOCD Form 071. This amount will be compared to the net 2215 debit and 2216 credit. The excess of the 2210 over the net 2215 and 2216 will be credited to Account 2118. The deficiency of the 2210 under the net 2215 and 2216 will be debited to Account 1125.

2215 PAYMENTS TO LANDLORDS - 707

This account should be charged with payments to landlords paid or accrued to the owners of dwelling units leased to eligible families, and for payments to landlords paid or accrued to the owners for vacancies during and after rent-up, pursuant to a Rental Assistance Payments Contract. This account should also be charged with payments to landlords paid or accrued to owners for reimbursement of any unpaid rent or damages caused by the tenant pursuant to the provisions of the Rental Assistance Payments Contract. This account should be subdivided to 2215.1, 2215.2, 2215.3, etc. to segregate each individual component (i.e. Scattered Site, MHFA, and other special programs) of the LHA 707 Program. Also see Account 2210.

2216 CHARGES TO TENANTS - 707

This account represents the monthly rent charged to tenants under a 707 Program when it is the LHA's responsibility to collect the rents from the tenants. This account is credited and Account 1122 debited for the monthly rent charges. This account should be subdivided in a similar and corresponding manner to Account 2215. Also see Account 2210.

2240 TENANTS PREPAID RENTS

This credit balance account is used only in preparing quarterly financial statements and will consist of the total individual credit balances of tenants accounts receivable (Account 1122). Such credit balances need not be actually recorded in this account.





2299 UNDISTRIBUTED CREDITS

The credit balance of this account represents the amount of credits pending determination of proper classification.

2301 DEFERRED SUBSIDY

The credit or (debit) balance of this account represents the amount of 7300 operating subsidy received by the LHA but not earned as of the end of the first, second or third quarter of the fiscal year. The credit balance in this account is calculated on line 14 of Form 051-5. The debit balance of this account is calculated on line 13 of Form 051-5. This account is only used in one of the first three quarters of the LHA fiscal year and may be for statement purposes only. It is not necessary to make a journal entry in the first three quarters. At year-end the underpayment or overpayment of 7300 operating subsidy is debited to Account 1125 or credited to Account 2118 respectively.

2302 DEFERRED CREDITS - OTHER

The credit balance of this account represents sundry receipts which are applicable to future periods.

2320 GRANTS ISSUED

The credit balance in this account represents the amount of EOCOD Development Grant Funds received in cash by the LHA.

2321 BONDS ISSUED

The credit balance of this account represents the total amount of bonds originally issued for Chapter 200 Programs.

2323 BONDS RETIRED

This account is debited and Account 1400.3 is credited for the total principal retired. Once a year this entry is shown on the EOCOD Form ACL "Check List for Debt Service and Related Accruals".

2324 CUMULATIVE EOCOD MODERNIZATION CONTRIBUTION

This account should be credited, and Account 1400.6 debited, for Modernization Projects which have been officially closed out by EOCOD.

2325 NOTES ISSUED

The credit balance of this account represents the amount of Financial Assistance Notes originally issued. This account is inactive as development programs are no longer financed by notes.





2400 NOTES RETIRED

The debit balance of this account represents the amount of Notes which have been issued and subsequently retired through the 40 year amortization process. This account is inactive as development programs are no longer financed by notes.

2400 VALUATION OF FIXED ASSETS

The credit balance of this account should represent the total Furniture Equipment Inventory purchased in Management. The credit balance in this account is always equal to the debit balance in Account 1400.4, less the credit balance in 1400.5. See Section 15D for a complete description of the Inventory of Furniture and Equipment.

2460 GIFTS AND DONATIONS

This account should be credited with the amount of gifts and/or donations received by the LHA during the development period.

2550 DEBT SERVICE RESERVE

The credit balance of this account represents a "statutory reserve" of funds on hand at the LHA. The balance of this account should approximate the return of one year of bond principal and one year of corresponding interest.

2551 UNAMORTIZED BOND PREMIUM

The credit balance of this account represents the Unamortized Bond Premium for the remaining life of the bonds.

2552 DEBT SERVICE REQUIREMENT

This account represents the amount of debt service obligation accrued each quarter for the LHA bond financing year. (See Section 15E). This account should be credited and Account 2553 debited at the end of the LHA fiscal year. (This account was formerly 5100.)

2553 DEBT SERVICE CONTRIBUTION

This account represents the debt payment for those Chapter 200 developments which were funded by bonds guaranteed by the Commonwealth. See Account 2552 above for description of fiscal year-end adjustment. (This account was formerly 7100.)



2500 CAPITAL RESERVE

The credit balance in this account represents amounts set aside for capital improvements. All charges to this account require EOCD approval. See Account 4799 for a complete description of the use of this account.

Transfers to Modernization Work Plans as directed by EOCD per Form 097 are a direct debit to this account.

Prior to expenditure of funds from the capital reserve, local housing authorities will be required to develop and submit to EOCD a multi-year capital improvement plan which will schedule, to the extent possible, all capital projects which the authority would like to accomplish in the next five years.

Staff from EOCD's Office of Construction Services will perform an on site needs assessment of housing development needs following housing authority requests for capital improvement funding. The construction staff will then make recommendations which the Directors of Modernization, Management, and Housing Finance will review and approve. All purchases must follow applicable bid laws.

2590 OPERATING RESERVE

The credit balance of this account represents funds set aside for the extraordinary costs of repairs, maintenance, and replacements. This account also allows the LHA to have funds for cash flow.

Transfers to Modernization Work Plans as directed by EOCD per Form 097 must be accomplished by a debit to account 6210.

At the end of each quarter the operating reserve is credited, and Account 4790 debited, for 25% of the annual provision for the operating reserve approved in the budget. No other amounts are charged or credited to the operating reserve during the year. At the end of the year Account 2700 is closed out to the operating reserve. For a complete description of the operating reserve see Account 4790 and Section 20.

2700 NET INCOME (DEFICIT)

This account shall be used as a clearing account to which the balances of all accounts 3000, 4000, 6000 and 7000 are reflected in total as the Net Income or (Deficit) during the year. At the end of the fiscal year the 2700 account is closed to the 2590 Operating Reserve Account.





2900 MODERNIZATION GRANTS OR SUPPORTIVE SERVICES PROGRAM GRANTS

The credit balance of this account represents the cash received per requisitions for Modernization or Supportive Services Program Grants. The Modernization Grants account must be subdivided by Work Plan Number and may be subdivided by Work Item Number also (i.e. 2900-1001-01). See Section 13 for a complete description of the Modernization Program. The Supportive Services Program Grants account is subdivided by grant year (i.e. 2900.87, 2900.88 etc.). See Section 14 for a complete description of the Supportive Services Program.

2960 SUPPORTIVE SERVICES PROGRAM - INTEREST ON PROGRAM FUNDS

The credit balance of this account represents interest earned on Supportive Services Program Funds which is to be used as an additional funding source for the Supportive Services Program. This account should be further subdivided by grant year similar to Account 2900. The balance in this account at the end of the grant year may be adjusted per EOCD directive.

2990 SUPPORTIVE SERVICES PROGRAM - OTHER FUNDS

This account should be credited for funds, other than EOCD grant funds and interest income, which are received in the Supportive Services Program. This account should be further subdivided by grant year similar to Account 2900. The balance in this account at the end of the grant year may be adjusted per EOCD directive.

2995 FEES EARNED FROM DEVELOPERS - TELLER PROGRAM

This account should be credited for fees earned by the LHA from developers under the TELLER Program. See Section 22 for a complete description of the TELLER Program.



## OPERATING INCOME

### 3110 SHELTER RENT - TENANT

This account should be credited with the monthly rent charged to tenants of dwelling units rented for dwelling purposes. It should also be credited with the amount of retroactive dwelling rent charged to tenants upon reexamination.

### 3115 SHELTER RENT - FEDERAL SECTION 8

This account applies only to those developments receiving support through the Federal Section 8 New Construction/Substantial Rehab programs. This account should be credited and Account 1121 should be debited for the Federal Section 8 Subsidy support on 200, 667, 689 or 705 programs.

### 3116 SHELTER RENT - EOCD SECTION 8

This account should be credited and Account 1121 should be debited for the EOCD portion of Section 8 Subsidy support on 200, 667, 689 and 705 programs.

### 3120 UTILITY CHARGES TO TENANTS

This account includes charges to residents for basic utilities billed through the housing authority. In these cases, rent schedules should show that residents, and not the authority, are paying for utilities. Where payments are made by residents directly to a utility company, no record appears on the authority's budget. No amount should appear in this line item for any Chapter 667 development. NOTE: Utility surcharges are credited to Account 3690.

### 3190 NONDWELLING RENTALS

This account should be credited with the rent, including charges for utilities and equipment, billed to lessees of nondwelling facilities and of dwelling units rented for nondwelling purposes.

This account includes income from space rented to non-residential agencies. Before an LHA enters into an agreement for rental of space for non-dwelling purposes, it must obtain authorization from EOCD. The request should include all pertinent details for the proposed arrangement including evidence of adequate lessee insurance and an executed lease, even if rent is not to be paid. The LHA should also include justification that such use of the space does not deprive the LHA of needed operating or dwelling



3190 NONDWELLING RENTALS (Continued)

space and is in the the best interest of both the LHA and its residents. In general, rent should cover all operating expenses to the LHA, including janitorial, maintenance and utility costs. An LHA should not incur costs as a result of space being rented to other agencies, including charges to federal programs for use of central office or maintenance space. Where central administration or maintenance of the LHA is located in a State-aided development, rent should be charged to Federal programs on a prorata basis. Rental charges should be shown as income to the specific program providing the facilities.

3400 ADMINISTRATIVE FEE - 707

This account should be credited with Administrative Fees received in cash for the 707 Program. Cash amounts received will agree with the amounts approved by EOCD on line 7 of Form 076. At the end of the fiscal year the LHA must adjust this account to equal line 1 of the four 076 forms applicable to the four quarters of of the LHA fiscal year. These amounts are brought forward to line 1 of the 071 form. The year-end adjustment will necessitate a debit to Account 1125 for an amount on line 3 or a credit to Account 2118 for an amount on line 4 of the Form 076 submitted on the 1st day of the 2nd month following the end of the LHA fiscal year. This year-end adjustment (in most cases a debit to Account 1125) must be reversed in the subsequent fiscal year.

3610 INTEREST ON INVESTMENTS

This account should be credited with interest earned on administrative fund investments. See Section 16B, Investment Policy and Cash Management.

3690 OTHER OPERATING RECEIPTS

This account should be credited with income from the operation of the project which cannot be otherwise classified. Income credits to this account include, but are not limited to, penalties for delinquent payments, rental of equipment, receipts from telephone pay stations, charges for use of community space, charges to other projects or programs for the use of central office management and maintenance space, commissions and profits from vending machines, including washing machines, and rental of space in community or administration buildings for laundry equipment on a contractual or other basis. This account also includes utility surcharges for extraordinary utility usage, e.g., air conditioner fees, as established by the Department and specified in the resident's lease.

## OPERATING EXPENSES

### 4000 OPERATING EXPENSE CONTROL

This account should be charged with the aggregate amount of all operating expense accounts and should control the detail entries recorded in the 4000 group of subsidiary operating expense accounts.

#### SUBSIDIARY LEDGER TO 4000

### 4110 ADMINISTRATIVE SALARIES

This account should be charged with the gross salaries of LHA personnel engaged in administrative duties and in the supervision, planning, and direction of maintenance activities and operating services during the operations period. It should include the salaries of the Executive Director, Assistant Executive Director accountants, accounting clerks, clerks, secretaries, switchboard operators, project managers, management aides, purchasing agents, engineers, draftsmen, maintenance superintendents, and all other employees assigned to administrative duties. The Executive Director's salary must be in accordance with EOCD's currently published Salary Schedule for Executive Directors, or an approved budget.

Salaries may be prorated by number of units or number of bedrooms in a development. EOCD reserves the right to modify prorations for the State housing program. In the case of the acquisition/loss of units, a new salary rate will be established for the Executive Director and the Authority must submit a budget revision reflecting the new unit count. The new salary rate will be adjusted in accordance with the current EOCD Salary Schedule for Executive Directors. Salaries will then be prorated according to the number of units/bedrooms in each program.

### 4130 LEGAL

This account should be charged with retainers and fees paid to attorneys for legal services relating to the operation of the projects.



LEGAL (Continued)

The terms of an authority's approved contract with its attorney which specifies an amount for either a general retainer fee or set fees for legal work of a specific or extraordinary nature should be consistent with EOCD guidelines for legal contracts and must be approved by the Department. If an authority chooses not to enter into contract for legal services, but rather engage services on an as-needed basis, it should contact its management representative. Whenever possible, routine evictions for non-payment of rent should be handled by administrative/management staff. Legal charges must be reasonable and not exceed Department guidelines. Please note that funds for legal service contracts may not be expended until said contracts are approved by the Department.

This account should not be charged with:

1. Legal fees paid to attorneys in connection with the eviction of tenants or the collection of amounts due from tenants; such fees, if not legally chargeable to tenants, shall be charged to Account 4190.
2. Any part of the salary of an attorney employed in an administrative position, such as an Executive Director, Assistant Executive Director, etc., although such attorney may perform certain legal work incidental to his/her administrative duties; such salary shall be charged to Account 4110.

MEMBERS COMPENSATION

An LHA may compensate its members for each day spent in performance of their duties and such other services as they may render to the LHA in connection with its Chapter 200 developments. Compensation for any other program is not authorized. The precise amounts that members may be compensated is defined by statute to a maximum of \$40 per member per day, and \$50 for the chairperson per day. The total of all compensation to all board members is not to exceed two (2) percent of actual gross income of Chapter 200 developments in any given year, consistent with the approved budget amount. In no case shall the payment of compensation exceed \$10,000 annually for members and \$12,500 annually for the chairperson. Please note that the statute requires a member to perform housing authority business in order to receive compensation.

4150 TRAVEL AND RELATED EXPENSE

Travel practices and policies are to be consistent with EOCD policy. Legitimate travel and related expense incurred by board members and staff in the discharge of their duties is reimbursable from this account based upon the following considerations:

Registration fees for conferences are allowable for a reasonable number of LHA members and the Executive Director.

Charges for overnight accommodations are allowable if the conference is located at a site at least 40 miles from the community where the LHA is located. If the room being rented by the LHA is being occupied by a husband and wife, one of whom is not associated with the LHA, the allowable reimbursable amount is based upon the single occupancy. The difference between single and double occupancy is borne by the individual LHA member or staff member.

Private auto mileage incurred in the course of authority business is reimbursable at the rate authorized by EOCD. (See Budget Guidelines.) A flat rate, either calculated on a weekly or monthly basis, for the business use of a private vehicle is not allowable under any circumstance.

4170 ACCOUNTING SERVICES

Fees for accounting services that are provided routinely are either contracted for on an annual basis or are carried out by full-time authority staff. Only accounting services performed on a contractual basis (fee accountant) should be included in this item. Full or part-time accounting staff who provide routine accounting services should be included in Account 4110, Administrative Salaries.

The total amount to be allowed for accounting services is established by EOCD in the published fee schedule. EOCD makes a distinction between the first set of books maintained at an LHA and subsequent sets, and there is a different fee associated with each to reflect the concept of marginal cost as opposed to a flat fee. The "first set" is defined as the books for that housing authority budget which contains the largest number of units.



ADMINISTRATIVE OTHER

This account is provided for recording the cost of administrative items for which no specific amount is prescribed in this 4100 group of accounts. It includes, but is not limited to, the cost of such items as: reports and accounting forms; stationery and other office supplies; postage; telephone and telegraph services; messenger service; armored car service; rental of office space; advertising for bids; and fiscal agent fees. This account shall also be charged with: (1) costs incurred for publications (i.e. preparation, printing and distribution of annual reports and other informational literature relating to low-income programs); (2) the cost of periodicals, books and other literature deemed useful to the low-income housing programs; (3) dues and fees for membership in, and payment of services of, organizations supplying technical or professional information and/or services concerning housing programs; (4) fees paid to attorneys or collection agents and court costs incurred in connection with the collection of amounts due from tenants which are not chargeable to tenants; and (5) incidental express, freight, or other shipping charges not identified with the charges to the same account as the article shipped.

Please note the specific limitations pertaining to the 4190 account:

1) Publications

Publications purchased or subscribed to must be useful to LHA program operations. The estimated cost of preparing LHA publications such as the Annual Report should be realistic and reasonable.

2) Membership Dues and Fees

Agency membership should be limited to professional organizations supplying housing information. It must be determined whether or not an "Agency" membership includes individual Board Members and/or staff officials. If it does not, the cost of membership for those individuals is borne not by the LHA, but by the individual. For example, "Agency" membership in the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (NAHRO) includes the five board Members and the Executive Director, but an "Agency" membership in National NAHRO includes only the agency and not the individuals which it encompasses.

4190 ADMINISTRATIVE OTHER (Continued)

3) Telephone

A housing authority's expense for telephone service depends in large part on the size of its programs and staff and the complexity of its organization. The LHA should provide the service for one telephone line to each recognized resident organization, if requested by the organization. Additional lines should be paid out of the resident organization's annual budget. In large authorities where a city-wide resident organization exists and developments are scattered, additional lines may be supplied.

4230 TENANT ORGANIZATION

An amount equal to \$3 per unit per year, or \$250 per recognized tenant organization, whichever is greater, should be made available to the local tenant organization(s) pursuant to EOCD's "Tenant Participation" Regulation. (Also see M.G.L., Chapter 121B, Section 32). Once the tenant organization has submitted a budget and has otherwise complied with the Tenant Participation Regulation, it may request these funds either:

(a) as a direct payment on a scheduled basis, based on its approved budget, provided that the tenant organization agrees to keep detailed financial records of all expenditures; or (b) on the basis of specific vouchers submitted by that organization to the LHA.

These funds will only be provided to the tenant organization for purposes which enable it to carry out its primary function - effective participation in the administration and management of the housing authority. Examples of allowable expenses include: office equipment; special stationery; telephone costs beyond basic service; attendance at relevant conferences; payment of dues to state or national tenant organizations. Ineligible expenses would include: any item or activity prohibited by law; political or religious contributions; recreational or social events; or payments to benefit individual tenants. (Clearly, payment for services rendered or for expenses incurred is appropriate and allowable.)

In addition, pursuant to EOCD Tenant Participation Regulations, each housing authority should make available to each duly recognized tenant organization upon request: reasonable space for an office; a reasonable supply of office furniture and consumable office supplies; the installation and basic service costs for a private telephone line (the tenant organization must pay for its own long-distance calls); and the use of available common rooms for tenant organization meetings.



4310 WATER

This account should be charged with the cost of water and sewer charges purchased for all purposes.

4320 ELECTRICITY

This account should be charged with the cost of electricity purchased for all purposes.

4330 GAS

This account should be charged with the cost of gas (natural, artificial, or liquified) purchased for all purposes.

4340 FUEL

This account should be charged with the cost of coal, fuel oil, steam purchased, and any other fuels (except electricity and gas) used in connection with Local Housing Authority operation of plants for the heating of space or water supplied to tenants as a part of rent.

4360 ENERGY CONSERVATION

This account is to be charged with costs incurred for energy conservation measures.

Authorities are encouraged to identify conservation measures with a short-term payback period, approximately one year or less, and to budget funds in Account 4360 of the utility section of the budget to implement those measures. Conservation measures such as these should be undertaken at the beginning of an LHA's fiscal year. If they are, funds expended on such measures will be fully paid for through fuel/water savings in other utility line items. EOCD staff is available to assist your authority to help identify such conservation measures.

4390 OTHER UTILITIES

This account should be charged with the cost of utilities for which other accounts are not specifically provided.



4410 MAINTENANCE LABOR

This account should be charged with the gross salaries and wages, or applicable portions thereof, of LHA personnel engaged in the routine maintenance of the project.

This account includes all labor charges directly attributable to maintenance activities (e.g. repairs and maintenance of structure and grounds). Salaries must be in accordance with rates set by the Department of Labor and Industries.

4420 MATERIALS & SUPPLIES

This account should be charged with the cost of materials, supplies, and expendable equipment used in connection with the routine maintenance of the project. This includes the operation and maintenance of automotive and other movable equipment (such as gasoline, oil, grease, batteries, tires and tubes, etc.).

This account should also be charged with the cost of materials, supplies, and expendable equipment used in connection with operating services. This includes such items as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

The cost of materials, supplies, and expendable equipment furnished by a contractor (firm or individual) in connection with the performance of routine maintenance or operating services should not be charged to this account, but to Account 4430.

4430 CONTRACT COSTS

This account should be charged with contract costs (i.e. the cost of services for labor, materials, and supplies furnished by a firm or by persons other than Local Authority employees) incurred in connection with the routine maintenance of the project, including the maintenance of automotive and other movable equipment (such as washing, greasing, polishing, and repair services). This account should also be charged with contract costs incurred in connection with such operating services as janitorial services, elevator service, extermination of rodents and household pests, and rubbish and garbage collection.

4510 INSURANCE

This account includes the total amount of premiums charged for the period for all forms of insurance. Fire and extended coverage, crime, and general liability are handled by EOCD on a state-wide basis. Other necessary insurance policies include worker's compensation, boiler, vehicle liability and owner, etc. Authorities should review insurance procedures annually to take advantage of fluctuating rates. See Account 1211.

4520 PAYMENT IN LIEU OF TAXES

This account should be charged and Account 2137 credited with all payments in lieu of taxes accruing to a municipality or other local taxing body. See Section 15G.

4540 EMPLOYEE BENEFITS

This account should be charged with Local Authority contributions to employee benefit plans such as pension, retirement, and health and welfare plans. It should also be charged with administrative expenses paid to the State or other public agency in connection with a retirement plan, if such payment is required by State Law, and with Trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract. Workers' Compensation Insurance is not charged to this account, but to Account 1211.

4790 PROVISION FOR OPERATING RESERVE

This account is debited and Account 2590 is credited each quarter for 25% of the amount approved by EOCD in the Operating Budget.

See current Budget Guidelines per Section 21 of this manual for a description of maximum and minimum operating reserve levels.

4799 PROVISION FOR CAPITAL RESERVE

This line item applies only to those developments receiving Federal Section 8 rental assistance payments.

This account is debited and Account 2560 is credited for 25% of the amount approved in the Operating Budget.

4800 EOCD DIRECTED COSTS

This account is to be charged with costs that are of a one time nature and are specifically declared per an EOCD directive to be an allowable cost. The amount that is to be charged to this account will be funded by operating subsidy in the amount stated by the EOCD directive.

4900 DEBT SERVICE (SECTION 8 ONLY)

This account represents the amount of debt service obligation for Section 8-Assisted Programs. See Section 11 for a complete description of the Section 8-Assisted Program. Also see Account 1121.



NONROUTINE EXPENDITURE AND CREDITS

6210     PRIOR YEAR & OTHER ADJUSTMENTS

This account will be charged or credited with items that have not been anticipated by any other account. Such items would include insurance losses and settlements and transfers to Modernization Work Plans as directed by EOCD per Form 097. A list of the specific charges and credits to this account must be included on EOCD Form 051-3 at the end of each quarter. No operating subsidy is provided for charges to this account.

6510     EXTRAORDINARY MAINTENANCE

This account should be charged with all costs (labor, materials and supplies, expendable equipment, and contract work) of repairs, replacements (but not replacements of nonexpendable equipment), and rehabilitation of such a substantial nature that the work is clearly not a part of the routine maintenance and operating program. Examples of this would be replacement of all or a substantial portion of gas and heating lines, regrading and rehabilitation of the grounds, and the replacement of substantial portion of roof structures. Any item budgeted as extraordinary maintenance should be charged to this account.

6580     COLLECTION LOSS

This account should be charged with the amount of past-due accounts of tenants who have vacated for two or more years after all means of collection have been exhausted, or if a tenant dies and the account is uncollectible from the estate. Accounts to be charged to collection losses must be approved by resolution of the Board of Commissioners or by a designated official to whom such authority has been delegated by resolution of the Board of Commissioners.

7520     REPLACEMENTS OF EQUIPMENT

This account should be debited with the acquisition cost (only the net cash amount) of nonexpendable equipment purchased as a replacement of equipment of substantially the same kind. See subsidiary to Account 1400.4.

7530     RECEIPT FROM SALE OF EQUIPMENT

This account should be credited with amounts deposited to the administration fund which are received on the sale of equipment. See subsidiary to Account 1400.4.

NONROUTINE EXPENDITURE AND CREDITS (Continued)

7540 BETTERMENTS & ADDITIONS

This account should be debited with the acquisition cost (only the net cash amount) of nonexpendable equipment classified as a betterment or addition. See subsidiary to Account 1400.4.

EOCD SUBSIDY

7300 OPERATING SUBSIDY RECEIVED/EARNED

This account should be credited with all EOCD operating subsidy forward funding payments received during the fiscal year. At the end of each quarter the operating subsidy earned is calculated on the EOCD Form 051-5, line 11. During the first three quarters the advance is debited or credited respectively to Account 2291 for financial statement purposes only. At the end of the fiscal year the underpayment is debited to Account 1125 and credited to Account 7300, and the overpayment is debited to Account 7300 and credited to Account 2118.









REPORTING OF FINANCIAL DATA

The reporting requirements for all EOCD programs, including the budget requirements listed in Section 5, are as follows:

DEVELOPMENT PROGRAMPage No.Budgeting

080 Development Cost Budget 7 - 3 & 4

Reporting

080 Development Cost Statement 7 - 3 & 4

081 Development Fund Balance Sheet 7 - 5

(Forms 080 & 081 are also used for the Chapter 884 Program)

MANAGEMENT/IOP/SECTION 8 ASSISTEDBudgeting

050 Annual Operating Budget 7 - 6 thru 7 - 22  
(Face Sheet and 16 pages)

Reporting

051-1 Quarterly Operating Statement 7 - 23

051-2 Administration Balance Sheet 7 - 24

051-3 Supporting Schedules 7 - 25

051-4 Report of Tenants Accounts Receivable 7 - 26

051-5 Calculation of Operating Subsidy Earned and  
Calculation of Estimated Interim or Year-End  
Operating Reserve Balance 7 - 27

MODERNIZATIONBudgeting

096 Modernization Work Item Request Form 7 - 28

097 EOCD Modernization Work Plan Number Authorization 7 - 29

098 Budget & Detailed Cost Report 7 - 30 & 31

Reporting

090 Modernization Cost Report 7 - 32

091 Modernization Balance Sheet 7 - 33

707 RENTAL ASSISTANCEBudgeting

070 Annual Operating Budget 7 - 34

NOTE: The 070 is supported by the applicable 050  
supporting schedule for all line items.





707 RENTAL ASSISTANCE (Continued)Page No.Reporting 1/

071 Operating Statement & Year-End Settlement Statement of Rental Assistance Payments 7 - 35

072 Annual Calculation of Excess Interest Income 7 - 36

1/ The 051-2, 3 & 4 are also due annually for the 707 Program.

Requisitions

074 Consolidated Quarterly Requisition for Partial Payment of Commonwealth Annual Contribution 7 - 37

075 Quarterly Requisition for Partial Payment of Commonwealth Annual Contribution by Program Component 7 - 38

076 Consolidated Quarterly Requisition for Payment of Administrative Fee 7 - 39

077 Quarterly Program Requisition for Payment of Administrative Fee and Report of Actual Rental Assistance Payments by Program Component 7 - 40

Internal - Worksheet

078 Landlord - Tenant Unit Month Register 7 - 41

SUPPORTIVE SERVICES PROGRAMReporting

030 Annual Summary Budget 7 - 42

031 Program Total Cost Report 7 - 43

032 Program Category-Vendor Cost Report 7 - 44

033 Balance Sheet 7 - 45

HIF PROGRAM (HOUSING INNOVATION FUND)

060 Analysis of HIF Program Costs 7 - 46

061 HIF Program Consolidated Balance Sheet 7 - 47

THE FREQUENCY OF REPORTING PER DUE DATE IS SHOWN ON PAGES 7 - 48 & 49.



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
DEVELOPMENT COST STATEMENT/DEVELOPMENT COST BUDGET

080(6-92)

HOUSING AUTHORITY:  
PERIOD:

NO. OF UNITS: DEVELOPMENT NO.:  
DATE OF APPROVED BUDGET:

| ACCT. NO. CLASSIFICATION               | APPROVED BUDGET | DEVELOPMENT COST TO DATE | DEVELOPMENT COST TOTAL |
|--|-----------------|--------------------------|------------------------|
| <b>ADMINISTRATION</b>                  |                 |                          |                        |
| 1410.01 EXECUTIVE DIRECTOR SALARY      |                 |                          |                        |
| 1410.02 OTHER LHA SALARIES             |                 |                          |                        |
| 1410.03 DEVELOPMENT CONSULTANT         |                 |                          |                        |
| 1410.05 ACCOUNTING                     |                 |                          |                        |
| 1410.06 ADVERTISING                    |                 |                          |                        |
| 1410.09 EMPLOYEE BENEFITS              |                 |                          |                        |
| 1410.10 TRAVEL                         |                 |                          |                        |
| 1410.11 INSURANCE                      |                 |                          |                        |
| 1410.12 GROUNDBREAKING & DEDICATION    |                 |                          |                        |
| 1410.13 OFFICE SUPPLIES & EQUIPMENT    |                 |                          |                        |
| 1410.14 LEGAL FEES - BASIC SERVICES    |                 |                          |                        |
| 1410.15 LEGAL FEES - EXTRA SERVICES    |                 |                          |                        |
| 1410.16 OTHER ADMINISTRATION COSTS     |                 |                          |                        |
| <b>SUBTOTAL ADMINISTRATION</b>         |                 |                          |                        |
| <b>OFFSETTING INCOME</b>               |                 |                          |                        |
| 1420.07 INTEREST INCOME                |                 |                          |                        |
| 1420.08 OTHER INCOME                   |                 |                          |                        |
| <b>SUBTOTAL OFFSETTING INCOME</b>      |                 |                          |                        |
| <b>ARCHITECTURAL &amp; ENGINEERING</b> |                 |                          |                        |
| 1430.01 A/E BASIC SERVICES             |                 |                          |                        |
| 1430.02 A/E EXTRA SERVICES             |                 |                          |                        |
| 1430.05 PRINTING AT BIDDING            |                 |                          |                        |
| 1430.06 SPECIAL CONSTRUCTION INVEST.   |                 |                          |                        |
| 1430.07 PROJECT REPRESENTATIVE         |                 |                          |                        |
| 1430.08 MEASURED DRAWINGS              |                 |                          |                        |
| 1430.09 CONSTRUCTION TESTING           |                 |                          |                        |
| 1430.10 OTHER CONSULTING FEES          |                 |                          |                        |
| 1430.15 COST ESTIMATING                |                 |                          |                        |
| 1430.16 A/E REIMBURSABLES              |                 |                          |                        |
| 1430.19 OTHER COSTS                    |                 |                          |                        |
| <b>SUBTOTAL A/E</b>                    |                 |                          |                        |
| <b>SITE ACQUISITION</b>                |                 |                          |                        |
| 1440.01 LAND/BUILDING PURCHASE         |                 |                          |                        |
| 1440.02 BUILDING MAINTENANCE           |                 |                          |                        |
| 1440.03 ACCRUED TAXES                  |                 |                          |                        |
| 1440.04 APPRAISAL FEES                 |                 |                          |                        |
| 1440.05 RECORDING FEES                 |                 |                          |                        |
| 1440.06 RELOCATION                     |                 |                          |                        |
| 1440.07 SITE SEARCH CONSULTANT         |                 |                          |                        |
| 1440.08 OTHER SITE ACQUISITION COSTS   |                 |                          |                        |
| <b>SUBTOTAL SITE ACQUISITION</b>       |                 |                          |                        |
| <b>SITE DEVELOPMENT</b>                |                 |                          |                        |
| 1445.01 SURVEYS                        |                 |                          |                        |
| 1445.02 BORINGS & TEST PITS            |                 |                          |                        |
| 1445.03 21E CONSULTANT                 |                 |                          |                        |
| 1445.04 21E REMEDIATION                |                 |                          |                        |
| 1445.05 ASBESTOS CONSULTANT            |                 |                          |                        |
| 1445.06 ASBESTOS REMOVAL               |                 |                          |                        |
| 1445.07 LEAD PAINT CONSULTANT          |                 |                          |                        |
| 1445.08 LEAD PAINT REMOVAL             |                 |                          |                        |
| 1445.09 WETLANDS CONSULTANT            |                 |                          |                        |
| 1445.10 OTHER SITE DEVELOPMENT COSTS   |                 |                          |                        |
| <b>SUBTOTAL SITE DEVELOPMENT</b>       |                 |                          |                        |
| <b>CONSTRUCTION COSTS</b>              |                 |                          |                        |
| 1450.01 ORIGINAL CONSTRUCTION CONTRACT |                 |                          |                        |
| 1450.02 CHANGE ORDER CONTINGENCY       |                 |                          |                        |
| 1450.03 PERMIT FEES                    |                 |                          |                        |
| 1450.04 DEMOLITION                     |                 |                          |                        |
| 1450.09 CONTRACT BY OTHERS             |                 |                          |                        |
| 1450.10 OTHER CONSTRUCTION COSTS       |                 |                          |                        |
| <b>SUBTOTAL CONSTRUCTION COSTS</b>     |                 |                          |                        |
| <b>EQUIPMENT</b>                       |                 |                          |                        |
| 1465.01 RANGE & REFRIGERATORS          |                 |                          |                        |
| 1475.01 OFFICE FURNISHINGS             |                 |                          |                        |
| 1475.02 MAINTENANCE EQUIPMENT          |                 |                          |                        |
| 1475.03 667 COMMUNITY SPACE EQUIPMENT  |                 |                          |                        |
| 1475.04 667 CONGREGATE FURNISHINGS     |                 |                          |                        |
| 1475.05 INFORMATION SYSTEMS EQUIPMENT  |                 |                          |                        |
| 1475.07 AUTOMOTIVE EQUIPMENT           |                 |                          |                        |
| <b>SUBTOTAL EQUIPMENT</b>              |                 |                          |                        |
| <b>OTHER</b>                           |                 |                          |                        |
| 1490.00 EOCB DIRECTED FINAL CLOSE-OUT  |                 |                          |                        |
| <b>GRAND TOTALS (LESS INCOME)</b>      |                 |                          |                        |











EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
DEVELOPMENT FUND BALANCE SHEET

\_\_\_\_\_  
Housing Authority  
\_\_\_\_\_  
Period Ended  
\_\_\_\_\_  
Development Number  
\_\_\_\_\_  
Total Grant  
Authorized

ASSETS

ACCOUNT NUMBER

|      |                                  |          |
|------|----------------------------------|----------|
| 1111 | Development Fund Cash.....       | \$ _____ |
| 1117 | Petty Cash.....                  | _____    |
| 1129 | Accounts Receivable - Other..... | _____    |
| 1155 | Revolving Fund Advance.....      | _____    |
| 1162 | Investments.....                 | _____    |
| 1400 | Development Costs.....           | _____    |
| 1690 | Undistributed Debits.....        | _____    |
| 1800 | Contracts - Uncompleted.....     | _____    |
| 1810 | Contract Awards (Contra).....    | _____    |
|      | <u>TOTAL ASSETS</u>              | \$ _____ |

LIABILITIES & CAPITAL

|      |  |          |
|------|--|----------|
| 2111 | Accounts Payable - Other               | _____    |
| 2112 | Contract Retentions.....               | _____    |
| 2115 | Bid Deposits.....                      | _____    |
| 2117 | Employee Payroll Deductions.....       | _____    |
| 2119 | Accounts Payable - Revolving Fund..... | _____    |
| 2220 | Grants Issued.....                     | _____    |
| 2290 | Undistributed Credits.....             | _____    |
| 2460 | Gifts and Donations.....               | _____    |
|      | <u>TOTAL LIABILITIES &amp; CAPITAL</u> | \$ _____ |



ORIGINAL \_\_\_\_\_  
REVISION NUMBER \_\_\_\_\_  
DATE \_\_\_\_\_

LIST ALL HOUSING AUTHORITY PROGRAMS, STATE AND FEDERAL AND INDICATE STATUS FOR THE PROPOSED BUDGET YEAR.

NOTE: A complete budget submission for the CONVENTIONAL HOUSING PROGRAMS (200, 667, 689, and 705) consists of Form 050 pages 1 - 16, plus additional information as provided.

A complete budget submission for the 707 RENTAL ASSISTANCE PROGRAM consists of Form 070 with 16 pages supporting documentation from OSU - with the exception of pages 1, 5, 12 and 14, plus additional information as provided.





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
ANNUAL OPERATING BUDGET

050  
Page 1 of 16

LHA NAME \_\_\_\_\_  
FISCAL YEAR ENDING \_\_\_\_\_  
DEVELOPMENT NO. \_\_\_\_\_

NO. OF UNITS \_\_\_\_\_ Original ☐  
UNIT MONTHS \_\_\_\_\_ Revision No. \_\_\_\_\_

| Line No. | ACCOUNT NUMBER | CLASSIFICATION                                      | (1)                              | (2)             | (3)    | (4)                   | (5)    |
|----------|----------------|---|----------------------------------|-----------------|--------|-----------------------|--------|
|          |                |   | CURRENT YEAR APPROVED BUDGET PUM | LHA REQUEST PUM | AMOUNT | EOCD MODIFICATION PUM | AMOUNT |
|          |                | OPERATING RECEIPTS                                  |                                  |                 |        |                       |        |
| 1        | 3110           | Shelter Rent - Tenant                               |                                  |                 |        |                       |        |
| 2        | 3115           | Shelter Rent - Federal Section 8                    |                                  |                 |        |                       |        |
| 3        | 3116           | Shelter Rent - EOCD Section 8                       |                                  |                 |        |                       |        |
| 4        | 3120           | Utility Charges to Tenants                          |                                  |                 |        |                       |        |
| 5        | 3190           | Nondwelling Rentals                                 |                                  |                 |        |                       |        |
| 6        | 3610           | Interest on Investments                             |                                  |                 |        |                       |        |
| 7        | 3690           | Other Operating Receipts                            |                                  |                 |        |                       |        |
| 8        | 3000           | TOTAL OPERATING RECEIPTS                            |                                  |                 |        |                       |        |
|          |                | NON UTILITY EXPENDITURES                            |                                  |                 |        |                       |        |
| 9        | 4110           | Administrative Salaries                             |                                  |                 |        |                       |        |
| 10       | 4130           | Legal   |                                  |                 |        |                       |        |
| 11       | 4140           | Members Compensation                                |                                  |                 |        |                       |        |
| 12       | 4150           | Travel & Related Expense                            |                                  |                 |        |                       |        |
| 13       | 4170           | Accounting Services                                 |                                  |                 |        |                       |        |
| 14       | 4190           | Administrative Other                                |                                  |                 |        |                       |        |
| 15       | 4100           | TOTAL ADMINISTRATIVE                                |                                  |                 |        |                       |        |
| 16       | 4230           | TENANT ORGANIZATION                                 |                                  |                 |        |                       |        |
| 17       | 4410           | Maintenance Labor                                   |                                  |                 |        |                       |        |
| 18       | 4420           | Materials & Supplies                                |                                  |                 |        |                       |        |
| 19       | 4430           | Contract Costs                                      |                                  |                 |        |                       |        |
| 20       | 4400           | TOTAL MAINTENANCE                                   |                                  |                 |        |                       |        |
| 21       | 4510           | Insurance   |                                  |                 |        |                       |        |
| 22       | 4520           | Payment in Lieu of Taxes                            |                                  |                 |        |                       |        |
| 23       | 4540           | Employee Benefits                                   |                                  |                 |        |                       |        |
| 24       | 4500           | TOTAL GENERAL                                       |                                  |                 |        |                       |        |
| 25       | 4790           | Provision for Operating Reserve                     |                                  |                 |        |                       |        |
| 26       | 4799           | Provision for Capital Reserve                       |                                  |                 |        |                       |        |
| 27       | 4700           | TOTAL RESERVES                                      |                                  |                 |        |                       |        |
| 28       | 4800           | EOCD Directed Costs                                 |                                  |                 |        |                       |        |
| 29       | 4900           | Debt Service (Section 8 ONLY)                       |                                  |                 |        |                       |        |
| 30       |                | TOTAL NON-UTILITY COSTS                             |                                  |                 |        |                       |        |
|          |                | UTILITIES:  |                                  |                 |        |                       |        |
| 31       | 4310           | Water & Sewer                                       |                                  |                 |        |                       |        |
| 32       | 4320           | Electricity   |                                  |                 |        |                       |        |
| 33       | 4330           | Gas   |                                  |                 |        |                       |        |
| 34       | 4340           | Fuel  |                                  |                 |        |                       |        |
| 35       | 4360           | Energy Conservation                                 |                                  |                 |        |                       |        |
| 36       | 4390           | Other   |                                  |                 |        |                       |        |
| 37       | 4300           | TOTAL UTILITIES                                     |                                  |                 |        |                       |        |
| 38       | 4000           | TOTAL OPERATING EXPENDITURES                        |                                  |                 |        |                       |        |
| 39       |                | NET INCOME (DEFICIT) BEFORE SUBSIDY                 |                                  |                 |        |                       |        |
| 40       | 7300           | Operating Subsidy Received/Earned                   |                                  |                 |        |                       |        |
| 41       |                | NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES |                                  |                 |        |                       |        |
|          |                | NONROUTINE EXPENDITURES & (CREDITS)                 |                                  |                 |        |                       |        |
| 42       | 6210           | Prior Year & Other Adj. Dr. (Cr.)                   |                                  |                 |        |                       |        |
| 43       | 6510           | Extraordinary Maintenance                           |                                  |                 |        |                       |        |
| 44       | 6580           | Collection Loss                                     |                                  |                 |        |                       |        |
| 45       | 7520           | Replacement of Equipment                            |                                  |                 |        |                       |        |
| 46       | 7530           | Receipts from Sale of Equipment                     |                                  |                 |        |                       |        |
| 47       | 7540           | Betterments & Additions                             |                                  |                 |        |                       |        |
| 48       |                | TOTAL NONROUTINE (SCHEDULE V)                       |                                  |                 |        |                       |        |
| 49       | 2700           | NET INCOME (DEFICIT)                                |                                  |                 |        |                       |        |



LHA NAME \_\_\_\_\_  
PROGRAM \_\_\_\_\_  
FISCAL YEAR ENDING \_\_\_\_\_  
ORIGINAL ☐  
REVISION # \_\_\_\_\_

OPERATING RESERVE STATUS  
FOR CONVENTIONAL HOUSING PROGRAMS

MAXIMUM OR MINIMUM COMPUTATION

| Line No. | PROGRAM | MAXIMUM RESERVE | X | NO. OF UNITS | = | MAXIMUM RESERVE |
|----------|---------|-----------------|---|--------------|---|-----------------|
| 1        | 200     | 800             |   |              |   |                 |
| 2        | 667     | 800             |   |              |   |                 |
| 3        | 705     | 1200            |   |              |   |                 |
| 4        |         |                 |   |              |   |                 |

MINIMUM RESERVE

5 Minimum Reserve \_\_\_\_\_ % of Maximum  
(Per EOCD Current Budget Guidelines)

ESTIMATED OPERATING RESERVE AT END OF REQUESTED YEAR

|    |  |  |
|----|--|--|
| 6  | OPERATING RESERVE BALANCE PREVIOUS FISCAL YEAR<br>(Line 4, Section II, 051-5, prior year)                          |  |
| 7  | PROVISION FOR RESERVE CURRENT YEAR BUDGET YEAR<br>(Line 25, 050 Budget Current Year)                               |  |
| 8  | NET INCOME (DEFICIT)<br>(Line 49, 050 Budget Current Year)   |  |
| 9  | OPERATING RESERVE BALANCE END OF CURRENT YEAR<br>(Line 6 plus 7 plus income or minus deficit in Line 8)            |  |
| 10 | PROVISION FOR RESERVE REQUESTED BUDGET YEAR<br>(Line 25, 050 Budget Requested Year)                                |  |
| 11 | NET INCOME (DEFICIT)<br>(Line 49, 050 Budget Requested Year)   |  |
| 12 | OPERATING RESERVE BALANCE END OF REQUESTED BUDGET YEAR<br>(Line 9 plus 10 plus income or minus deficit on Line 11) |  |

BUDGET APPROVAL

A RESOLUTION APPROVING THIS REQUESTED BUDGET FOR PROGRAM NO. \_\_\_\_\_, FOR FISCAL YEAR ENDING \_\_\_\_\_ WAS ADOPTED AT THE \_\_\_\_\_ HOUSING AUTHORITY'S (REGULAR/SPECIAL) BOARD MEETING HELD ON \_\_\_\_\_ (Date).

A COPY OF THIS RESOLUTION IS ATTACHED.

LHA APPROVAL:

|                  |           |      |
|------------------|-----------|------|
| Name of Chairman | Signature | Date |
|------------------|-----------|------|

EOCD APPROVAL:

|                |           |      |
|----------------|-----------|------|
| Name and Title | Signature | Date |
|----------------|-----------|------|





EXTRACT

\_\_\_\_\_  
(Regular/Special) MEETING  
\_\_\_\_\_  
HOUSING AUTHORITY  
\_\_\_\_\_  
(Date) (Time)

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Annual Operating Budget for State-Aided Housing, Fiscal Year

MOTION: \_\_\_\_\_ moved that the proposed Operating Budget for State-aided \_\_\_\_\_ Housing, of the \_\_\_\_\_ Housing Authority, (Chapter 200/667/705/689/707), Program Number \_\_\_\_\_ for fiscal year ending \_\_\_\_\_, showing Total Operating Receipts of \$ \_\_\_\_\_ and Total Operating Expenditures of \$ \_\_\_\_\_, thereby requesting a subsidy of \$ \_\_\_\_\_ be submitted to the Executive Office of Communities and Development for its review and approval. \_\_\_\_\_ seconded the motion which, upon roll-call vote, was passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

CERTIFIED AS A TRUE AND CORRECT COPY  
OF A RESOLUTION ADOPTED AT SAID  
MEETING AND ON FILE AND OF RECORD,  
BY

\_\_\_\_\_  
Secretary Housing Authority

(SEAL)

\_\_\_\_\_  
Date of Certification



BUDGET CERTIFICATION

We, the undersigned members of the \_\_\_\_\_ Housing Authority,  
do hereby certify that in the preparation of the Authority's Annual Operating  
Budget for Program No. \_\_\_\_\_ for the Fiscal Year beginning  
\_\_\_\_\_ 19\_\_ and ending \_\_\_\_\_ 19\_\_, the Authority has  
complied with the provisions of the Massachusetts General Laws, Chapter 121B,  
the Contract(s) for Financial Assistance as well as other requirements that  
may apply to the Administration of State-Aided Public Housing Programs.  
These include, but are not limited to the following:

- \* EOCD's current Executive Director's Salary Schedule.
- \* Payment in Lieu of Taxes (if applicable) as mandated  
by MGL 121B, Sec. 16.
- \* Provision for adequate Operating Reserves as agreed  
upon in the Contract for Financial Assistance (CFA)  
by and between the \_\_\_\_\_ Housing Authority  
and the Department.
- \* Labor and Industry Wage Rates as mandated by MGL  
121B, Sec. 29.

In addition, to the best of the Authority's knowledge, the attached Budget  
establishes a reasonable amount of funding for the Requested Budget Year.

Signed this day \_\_\_\_\_ of \_\_\_\_\_ 19\_\_

\_\_\_\_\_  
Secretary, Ex Officio  
Witness

\_\_\_\_\_  
Chairman  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



OPERATING RECEIPTS

3110: SHELTER RENT

Cite factors which may result in a greater or lesser monthly rent roll anticipated to be received during the Fiscal Year. Specify effective date for new rent as calculated at the annual rent determination. Indicate whether resident or LHA pays utilities, \_\_\_\_\_ Resident pays \_\_\_\_\_ LHA pays.

Present annual rent roll: \_\_\_\_\_

Anticipated annual rent roll: \_\_\_\_\_

---

3115: SHELTER RENT - SECTION 8

Indicate rental assistance payments received through the federal Section 8 program for the Fiscal year.

---

3116: SHELTER RENT - EOOD SECTION 8

Indicate rental assistance payments received for the EOOD portion of the Section 8 program for the Fiscal year. Describe any projected increases or decreases in this amount for the Fiscal year.

---

3120: UTILITY CHARGES TO TENANTS

Check appropriate space in item 1, and explain "Other". Under item 2, explain basis for determining utility consumption and charges to residents. Cite effective date of present utility rates. Explain anticipated changes in rates or other factors which will cause a significant change in the total amount of utility charges during the requested budget year.

1. Utility services charges: Gas \_\_\_\_\_ Electricity \_\_\_\_\_ Other \_\_\_\_\_

2. Explain:

---

3190: NON-DWELLING RENTALS

Complete below, specifying each space rented, to whom, and the rental terms. Cite changes anticipated during the Requested Budget Year affecting estimated Non-Dwelling Rental Income. Include copy of agreement with non-residential agency:

Space Rented

To Whom Rented

Rental Terms





3400: ADMINISTRATIVE FEE:

Complete the schedules below for all 707 Rental Assistance components. Calculate estimated fee to be earned for fiscal year based upon current published ongoing administrative fee.

|  | (1)                         | (2)  |
|--|-----------------------------|------|
|  | Scattered Site<br>and Other | MHFA |
| No. of Contract Units  |                             |      |
| No of Units Under Lease<br>as of ____/____/____                        |                             |      |
| Estimated Units to be Leased<br>Month Year                             |                             |      |
| 1.   |                             |      |
| 2.   |                             |      |
| 3.   |                             |      |
| 4.   |                             |      |
| 5.   |                             |      |
| 6.   |                             |      |
| 7.   |                             |      |
| 8.   |                             |      |
| 9.   |                             |      |
| 10.  |                             |      |
| 11.  |                             |      |
| 12.  |                             |      |
| A. TOTALS<br>(Bring total of columns 1 plus 2,<br>forward to Form 070) |                             |      |
| B. Current Published Ongoing<br>Administrative Fee Rate (Per Unit)     |                             |      |
| C. Total Estimated Administrative Fee<br>(A X B = C)                   |                             |      |
| D. Total Columns 1 & 2, Line C   |                             |      |

3610: INTEREST ON INVESTMENT

State the amount of present General Fund Investments and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserve, dwelling rent, operating expenditures, which will affect estimated investments in the requested budget year. Explain basis for distribution of interest income between housing programs. Include listing of all investments by stating the following:

1. Financial institutions holding funds:
2. Amount of Principal:
3. Interest Rate:
4. Maturity Date:
5. Terms:

If more space is needed, attach additional sheet.

3690: OTHER OPERATING RECEIPTS

Include listing of all sources of income and anticipated amounts to be received.



OPERATING EXPENDITURES

4110: SALARIES

Complete the Schedule of all Positions and Salaries, Page 10 of 16 and the Table of Organization, Page 11 of 16 with names of staff for all positions listed on the salary schedule. Explain all new positions and all present positions to be eliminated in the requested budget year. Cite justification for changes.

---

Instructions for Schedule of Administrative Costs Other than Salaries, Page 12 of 16  
The items listed by account number below are to be considered when preparing the schedule of administrative cost other than salaries, page 12 of 16. Explanations should be indicated below for all items budgeted on page 12 of 16.

4130: LEGAL

Any expenditures charged to this account must be consistent with amounts previously approved by EOCD.

---

4140: COMPENSATION TO MEMBERS

This refers to Chapter 200 program only. Indicate computation and method of payment, i.e., annual payment, monthly payment.

---

4150: TRAVEL AND RELATED EXPENSES

Anticipated attendance to specific conferences in Massachusetts should be described. The Department allows a maximum of two Authority representatives per LRA to attend pertinent housing conferences. Formal requests to exceed this limit will be considered. ALL TRAVEL REIMBURSEMENTS MUST BE CONSISTENT WITH CURRENT DEPARTMENT POLICY.

---

4170: CONTRACTUAL ACCOUNTING SERVICES

Indicate name of and amount of compensation for fee accountant compensation rate should comply with schedule of maximum allowable payments for fee accountants.

---

4190: OTHER EXPENSES

PUBLICATIONS: List publications desired and publishing costs of annual reports.

MEMBERSHIP DUES AND FEES: List names of organizations to which LRA belongs and annual cost.

TELEPHONE: Provide description of telephone service utilized by LRA

RENTAL OF OFFICE SPACE: Indicate amount paid for office rental and describe method of proration.

COLLECTION AGENCY AND COURT COSTS: Describe circumstances for which costs are budgeted.

FORMS, STATIONERY AND OFFICE SUPPLIES: Indicate amount of purchases. Describe any unusual costs.

OTHER: Include a complete list of contracts and their costs which are not covered elsewhere in the budget as well as other administrative costs not included in the 4100 accounts. Include advertising for bids and any other administrative costs not included elsewhere. Describe these costs.





4230: OPERATING COSTS OF RESIDENTS ORGANIZATIONS

Include anticipated expenditures by Local Resident Organization which have been requested in their budget submission.

---

UTILITIES

Complete the Schedule of Utility Costs page 13 of 16 per the instructions provided. Describe conservation activities underway and proposed for the amount requested per account 4360.

---

ORDINARY MAINTENANCE OPERATION

4410: LABOR

Complete Schedule of all Positions and Salaries page 10 of 16 and the Table of Organization, page 11 of 16, with names of staff for all positions. Include all labor directly attributable to routine maintenance activities, such as repairs and maintenance of structures and grounds. This also includes seasonal part-time help and emergency over-time for full-time employees. Attach copy of Labor and Industries Wage Rate Form. Explain all new positions and all present positions to be eliminated in the requested budget year. Cite justification for changes.

---

4420: MATERIALS AND SUPPLIES

Complete the Schedule of Maintenance Materials and Supplies and Contract Costs, page 14 of 16 to include the anticipated costs of all materials, supplies, and replacements used in the routine maintenance of structures and grounds. Do not include major appliances, materials for major renovations, or renovations on a development-wide basis. Explain requested increase over that amount approved for the current fiscal year.

---

4430: CONTRACT COSTS

Complete the Schedule of Maintenance Materials and Supplies and Contract Costs, page 14 of 16 to include a complete listing of all maintenance contracts and amounts of such contracts held by the LHA. Explain requested increase over the amount approved for the current fiscal year.

---

GENERAL EXPENSES

4510: INSURANCE

Complete the Schedule of Insurance and Employee Benefit Costs, Page 15 of 16 to include all Authority-held policies and premium amounts.

---

4520: PAYMENTS IN LIEU OF TAXES

Indicate formula used to calculate PILOT and amount paid to community.

---

4540: EMPLOYER BENEFIT CONTRIBUTIONS

Complete the Schedule of Insurance and Employee Benefit Costs, Page 15 of 16 by identifying the plans in which the LHA participates and indicating, with appropriate justification, the current assessment rates charged to the LHA.

---



4790: PROVISION FOR CAPITAL RESERVE

Explain reasons for requested rate of accrual.

---

4799: PROVISION FOR CAPITAL RESERVE  
(Program Receiving Section 8 Subsidy Only)

Explain reasons for requested rate of accrual.

---

NON-ROUTINE EXPENDITURES

Cite prior EOCD approval and give justification for each non-routine work item included in the requested budget and for those which are requested for future years which make up the total estimate on page 16 of '6.

6210: PRIOR YEAR & OTHER ADJUSTMENTS

6510: EXTRAORDINARY MAINTENANCE

7520: REPLACEMENT OF EQUIPMENT

7530: RECEIPTS FROM SALE OF EQUIPMENT

7540: BETTERMENTS & ADDITIONS

---

COLLECTION LOSSES

State briefly the policy adopted by the Board concerning the collection of overdue rents. State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated residents as of the month in which the estimate was computed.

| <u>Unit Number</u> | <u>Account Receivable</u> | <u>Time Duration</u> | <u>Action Taken by LHA</u> |
|--------------------|---------------------------|----------------------|----------------------------|
|--------------------|---------------------------|----------------------|----------------------------|













LHA

SCHEDULE OF ADMINISTRATIVE COSTS OTHER THAN SALARIES

FISCAL YEAR ENDING

| Line No. | Acct. No. | DESCRIPTION                         | (CODE) | TOTAL | POPULATION BY PROGRAM (INCLUDE ALL STATE & FEDERAL PROGRAMS) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------|-----------|-------------------------------------|--------|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1        | 4130      | Legal                               |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2        | 4140      | Members Compensation                |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3        | 4150      | Travel                              |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|          |           | Trips to Conventions & Meetings:    |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|          |           | Organization & Location             |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4        |           |                                     |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5        |           |                                     |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6        |           |                                     |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7        |           |                                     |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8        |           |                                     |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9        |           | OTHER LHA TRAVEL:                   |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10       |           | Outside Area of LHA Jurisdiction    |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11       |           | Within Area of LHA Jurisdiction     |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12       | 4170      | Accounting                          |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|          | 4190      | Administration Other                |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13       |           | Publications                        |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14       |           | Membership Dues & Fees              |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15       |           | Telephone                           |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16       |           | Rental of Office Space              |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17       |           | Collection Agent Fees & Court Costs |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18       |           | Forms, Stationery & Office Supplies |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19       |           | All Other Sundry Expense            |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20       |           | TOTAL ADMINISTRATIVE OTHER (4190)   |        |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |





UTILITY COVERED

LHA

PROGRAM

FISCAL YEAR ENDING

| Line No. | 4310<br>WATER  | 4320<br>ELECTRICITY | 4330<br>GAS | 4340<br>FUEL | 4360<br>ENERGY<br>CONSERVATION | 4390 |
|----------|--|---------------------|-------------|--------------|--------------------------------|------|
| 1        | ACTUAL UTILITY COST<br>PER PRIOR YEAR JUNE<br>30th SUBMISSION TO<br>EOCD |                     |             |              |                                |      |
| 2        | CONSUMPTION ASSOCIATED<br>WITH COSTS ON LINE 1                           |                     |             |              |                                |      |
| 3        | AVERAGE RATE<br>(LINE 1 ÷ 2)   |                     |             |              |                                |      |
| 4        | ESTIMATE CONSUMPTION<br>FOR REQUESTED BUDGET<br>YEAR                     |                     |             |              |                                |      |
| 5        | ESTIMATED AVERAGE<br>RATE  |                     |             |              |                                |      |
| 6        | ESTIMATE COST FOR<br>REQUESTED BUDGET YEAR<br>(LINE 4 x 5)               |                     |             |              |                                |      |

NOTE: EXPLAIN ANY SUBSTANTIAL  
VARIANCES BETWEEN ACTUAL  
CONSUMPTION AND ESTIMATED  
CONSUMPTION.



LHA

SCHEDULE OF MAINTENANCE MATERIALS & SUPPLIES & CONTRACT COSTS

FISCAL YEAR 190000

| Line No. | Acct. No. | DESCRIPTION            | CODI | TOTAL | PROPORTION BY PROGRAM (INCLUDES ALL STATE & FEDERAL PROGRAMS) |  |  |  |  |  |  |  |  |  |
|----------|-----------|------------------------|------|-------|---|--|--|--|--|--|--|--|--|--|
| 1        | 4420      | Materials and Supplies |      |       |   |  |  |  |  |  |  |  |  |  |

|    | 4430             | Contract Costs       |       |  |  |  |  |  |  |  |  |  |  |  |
|----|------------------|----------------------|-------|--|--|--|--|--|--|--|--|--|--|--|
|    | Type of Contract | Name of Vendor       | Terms |  |  |  |  |  |  |  |  |  |  |  |
| 2  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 3  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 4  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 5  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 6  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 7  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 8  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 9  |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 10 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 11 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 12 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 13 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 14 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 15 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 16 |                  |                      |       |  |  |  |  |  |  |  |  |  |  |  |
| 17 |                  | TOTAL CONTRACT COSTS |       |  |  |  |  |  |  |  |  |  |  |  |









## SCHEDULE OF ROUTINE EXAMINATIONS

# Yiddish Language

[illegible]



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
QUARTERLY OPERATING STATEMENT

LHA NAME \_\_\_\_\_  
FISCAL YEAR ENDING \_\_\_\_\_  
Quarters Covered: ☐ 1 ☐ 1 thru 2

PROGRAM NO. \_\_\_\_\_ No. of Units \_\_\_\_\_  
Unit Months ☐ 1 thru 3 ☐ 1 thru 4 ☐ Other  
(1) (2) (3) (4)

| LINE NO. | ACCOUNT NUMBER | CLASSIFICATION                                      | (1)                    | (2)        | (3)                | (4)    |
|----------|----------------|---|------------------------|------------|--------------------|--------|
|          |                |   | APPROVED ANNUAL AMOUNT | BUDGET PUM | ACTUAL TO DATE PUM | AMOUNT |
| 1        | 3110           | Shelter Rent - Tenant                               |                        |            |                    |        |
| 2        | 3115           | Shelter Rent - Federal Section 8                    |                        |            |                    |        |
| 3        | 3116           | Shelter Rent - EOCD Section 8                       |                        |            |                    |        |
| 4        | 3120           | Utility Charges to Tenants                          |                        |            |                    |        |
| 5        | 3190           | Nondwelling Rentals                                 |                        |            |                    |        |
| 6        | 3610           | Interest on Investments                             |                        |            |                    |        |
| 7        | 3690           | Other Operating Receipts                            |                        |            |                    |        |
| 8        | 3000           | TOTAL OPERATING RECEIPTS                            |                        |            |                    |        |
|          |                | NON UTILITY EXPENDITURES                            |                        |            |                    |        |
| 9        | 4110           | Administrative Salaries                             |                        |            |                    |        |
| 10       | 4130           | Legal   |                        |            |                    |        |
| 11       | 4140           | Members Compensation                                |                        |            |                    |        |
| 12       | 4150           | Travel & Related Expense                            |                        |            |                    |        |
| 13       | 4170           | Accounting Services                                 |                        |            |                    |        |
| 14       | 4190           | Administrative Other                                |                        |            |                    |        |
| 15       | 4100           | TOTAL ADMINISTRATIVE                                |                        |            |                    |        |
| 16       | 4230           | TENANT ORGANIZATION                                 |                        |            |                    |        |
| 17       | 4410           | Maintenance Labor                                   |                        |            |                    |        |
| 18       | 4420           | Materials & Supplies                                |                        |            |                    |        |
| 19       | 4430           | Contract Costs                                      |                        |            |                    |        |
| 20       | 4400           | TOTAL MAINTENANCE                                   |                        |            |                    |        |
| 21       | 4510           | Insurance   |                        |            |                    |        |
| 22       | 4520           | Payment in Lieu of Taxes                            |                        |            |                    |        |
| 23       | 4540           | Employee Benefits                                   |                        |            |                    |        |
| 24       | 4500           | TOTAL GENERAL                                       |                        |            |                    |        |
| 25       | 4790           | Provision for Operating Reserve                     |                        |            |                    |        |
| 26       | 4799           | Provision for Capital Reserve                       |                        |            |                    |        |
| 27       | 4700           | TOTAL RESEPVES                                      |                        |            |                    |        |
| 28       | 4800           | EOCD Directed Costs                                 |                        |            |                    |        |
| 29       | 4900           | Debt Service (Section 8 ONLY)                       |                        |            |                    |        |
| 30       |                | TOTAL NON-UTILITY COSTS                             |                        |            |                    |        |
|          |                | UTILITIES:  |                        |            |                    |        |
| 31       | 4310           | Water & Sewer                                       |                        |            |                    |        |
| 32       | 4320           | Electricity   |                        |            |                    |        |
| 33       | 4330           | Gas   |                        |            |                    |        |
| 34       | 4340           | Fuel  |                        |            |                    |        |
| 35       | 4360           | Energy Conservation                                 |                        |            |                    |        |
| 36       | 4390           | Other   |                        |            |                    |        |
| 37       | 4300           | TOTAL UTILITIES                                     |                        |            |                    |        |
| 38       | 4000           | TOTAL OPERATING EXPENDITURES                        |                        |            |                    |        |
| 39       |                | NET INCOME (DEFICIT) BEFORE SUBSIDY                 |                        |            |                    |        |
| 40       | 300            | Operating Subsidy Earned - Line 11 351-5            |                        |            |                    |        |
| 41       |                | NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES |                        |            |                    |        |
|          |                | NONROUTINE EXPENDITURES AND (CREDITS)               |                        |            |                    |        |
| 42       | 6210           | Prior Year & Other Adj. Debit (Credit)              |                        |            |                    |        |
| 43       | 6510           | Extraordinary Maintenance                           |                        |            |                    |        |
| 44       | 6580           | Collection Loss                                     |                        |            |                    |        |
| 45       | 7520           | Replacement of Equipment                            |                        |            |                    |        |
| 46       | 7530           | Receipts from Sale of Equipment                     |                        |            |                    |        |
| 47       | 7540           | Betterments & Additions                             |                        |            |                    |        |
| 48       |                | TOTAL NONROUTINE (SCHEDULE K)                       |                        |            |                    |        |
| 49       | 1700           | NET INCOME (DEFICIT)                                |                        |            |                    |        |





EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
ADMINISTRATION BALANCE SHEET

Period Ended

Program Number

ASSETSACCOUNT NUMBER

|                            |   |
|----------------------------|---|
| <u>CASH</u>                |   |
| 1112                       | Administration Fund   |
| 1114                       | Security Deposit Fund   |
| 1117                       | Petty Cash  |
| <u>ACCOUNTS RECEIVABLE</u> |   |
| 1121                       | Federal and EOCD - Section 8 Subsidy - Shelter Rent   |
| 1122                       | Tenants Accounts Receivable   |
| 1125                       | EOCD Subsidy  |
| 1129                       | Other   |
| <u>ADVANCES</u>            |   |
| 1155                       | Revolving Fund Advances   |
| <u>INVESTMENTS</u>         |   |
| 1162                       | Investments (Schedule II)   |
| <u>FISCAL AGENT FUNDS</u>  |   |
| 1171                       | Debt Service Fund (Schedule I)  |
| 1172                       | Debt Service Trust Fund - Cash (Schedule I)   |
| 1173                       | Debt Service Trust Fund - Investments (Schedule I)  |
| 1176                       | Debt Service Subsidy (Schedule VI)  |
| <u>DEFERRED CHARGES</u>    |   |
| 1211                       | Prepaid Insurance   |
| 1212                       | Inventory - Materials/Fuel  |
| 1290                       | Other (Schedule III)  |
| <u>DEVELOPMENT COST</u>    |   |
| 1400.2                     | Development Cost  |
| 1400.3                     | (Less: Dev. Cost Liquidation)   |
| 1400.4                     | Inventory of Furniture & Equipment  |
| 1400.5                     | Dev. Cost Inventory of Furniture & Equipment - Contra<br>(Date of Last Physical Inventory ) |
| 1400.6                     | Completed Modernization Cost  |
| 1690                       | Undistributed Debits  |

TOTAL ASSETSLIABILITIES AND SURPLUS

|                            |  |
|----------------------------|--|
| <u>ACCOUNTS PAYABLE</u>    |  |
| 2111                       | Accounts Payable - other (Schedule IV)       |
| 2112                       | Contract Retentions                          |
| 2114                       | Tenants Security Deposits                    |
| 2117                       | Employee's Payroll Deductions                |
| 2118                       | Accounts Payable - EOCD Subsidy Overpayment  |
| 2119                       | Accounts Payable - Revolving Fund            |
| <u>ACCRUED LIABILITIES</u> |  |
| 2137                       | Payments in Lieu of Taxes                    |
| 2139                       | Accrued Liabilities - Other                  |
| 2140                       | Matured Interest and Principal (Schedule VI) |
| <u>DEFERRED CREDITS</u>    |  |
| 2210                       | Prepaid Partial Payments - 707               |
| 2240                       | Tenants Prepaid Rents                        |
| 2290                       | Undistributed Credits                        |
| 2291                       | Deferred Subsidy                             |
| 2292                       | Deferred Credits - Other                     |
| <u>FIXED LIABILITIES</u>   |  |
| 2320                       | Grants Issued                                |
| 2321                       | Bonds Issued                                 |
| 2323                       | (Less: Bonds Retired)                        |
| 2324                       | Cumulative EOCD Modernization Contribution   |
| 2325                       | Notes Issued                                 |
| 2326                       | (Less: Notes Retired)                        |
| <u>SURPLUS</u>             |  |
| 2400                       | Valuation of Fixed Assets                    |
| 2460                       | Gifts and Donations                          |
| 2550                       | Debt Service Reserve                         |
| 2551                       | Unamortized Bond Premium                     |
| 2552                       | Debt Service Requirement                     |
| 2553                       | Debt Service Contribution                    |
| 2560                       | Capital Reserve                              |
| 2590                       | Operating Reserve                            |
| 2700                       | Net Income (Deficit)                         |

TOTAL LIABILITIES AND SURPLUS



Housing Authority

Program No.

SCHEDULE I

|                         | ACCOUNT 1171              | ACCOUNT 1172                              | ACCOUNT 1173                                     |
|-------------------------|---------------------------|---|--|
| <u>PROJECT</u>          | <u>DEBT SERVICE FUNDS</u> | <u>DEBT SERVICE TRUST<br/>FUND - CASH</u> | <u>DEBT SERVICE TRUST<br/>FUND - INVESTMENTS</u> |
| _____                   | _____                     | _____                                     | _____  |
| _____                   | _____                     | _____                                     | _____  |
| _____                   | _____                     | _____                                     | _____  |
| _____                   | _____                     | _____                                     | _____  |
| TOTAL PER BALANCE SHEET | _____                     | _____                                     | _____  |

SCHEDULE II

| INVESTMENTS - ACCOUNT 1162 |      |          |                 |                |
|----------------------------|------|----------|-----------------|----------------|
| BANK                       | TYPE | DUE DATE | AMOUNT INVESTED | MATURITY VALUE |
|                            |      |          |                 |                |
|                            |      |          |                 |                |
|                            |      |          |                 |                |
|                            |      |          |                 |                |
|                            |      |          |                 |                |
| TOTAL PER BALANCE SHEET    |      |          |                 |                |

SCHEDULE III

| DEFERRED CHARGES OTHER ACCOUNT 1290 |        |
|-------------------------------------|--------|
| ITEM                                | AMOUNT |
|                                     |        |
|                                     |        |
|                                     |        |
| TOTAL PER BALANCE SHEET             |        |

SCENE IV

|                         | ACCOUNTS PAYABLE - OTHER ACC UNT 2-1 |        |
|-------------------------|--------------------------------------|--------|
| ITEM                    |                                      | AMOUNT |
| _____                   |                                      | _____  |
| _____                   |                                      | _____  |
| _____                   |                                      | _____  |
|                         |                                      |        |
| TOTAL PER BALANCE SHEET |                                      | =====  |

255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222

## \* SCHEDULE OF NONPOLITICAL EXPENDITURES

| <u>PRIOR YEAR &amp; OTHER ADJUSTMENTS DEBIT (CREDIT) - ACCT. 6210</u> | <u>AMOUNT</u> |
|---|---------------|
|   |               |
|   |               |
| <u>TOTAL - Account 6210</u>   |               |
| <u>EXTRAORDINARY MAINTENANCE - ACCOUNT 6510</u>                       |               |
|   |               |
|   |               |
| <u>TOTAL - Account 6510</u>   |               |
| <u>REPLACEMENT OF NONEXPENDABLE EQUIPMENT - ACCT. 7520</u>            |               |
|   |               |
|   |               |
| <u>TOTAL - Account 7520</u>   |               |
| <u>PROPERTY BETTERMENTS AND ADDITIONS - ACCT. 7540</u>                |               |
|   |               |
|   |               |
| <u>TOTAL - Account 7540</u>   |               |

\* TOTAL AMOUNTS SHOULD AGREE WITH PAGE 05 - ATTACH SCHEDULE IF NEEDED.

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|          |                  |                 |                 |
|----------|------------------|-----------------|-----------------|
|          | NATURED INTEREST | FEDERAL SERVICE | FEDERAL SERVICE |
|          | AND PRINCIPAL    | SUBSIDY         | CONTRIBUTION    |
| PROJECT# | ACCOUNT 2140     | ACCOUNT 1176    | ACCOUNT 2559    |
| _____    | _____            | _____           | _____           |
| _____    | _____            | _____           | _____           |
| _____    | _____            | _____           | _____           |
| _____    | _____            | _____           | _____           |
| _____    | _____            | _____           | _____           |
| BALANCE  | _____            | _____           | _____           |





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
REPORT OF TENANTS ACCOUNTS RECEIVABLE  
HOUSING AUTHORITY

QUARTER ENDED \_\_\_\_\_

Program/Development Number \_\_\_\_\_ No. of Dwelling Units \_\_\_\_\_

A. No. of Tenants in Possession (Last Day of Current Quarter) \_\_\_\_\_

B. Total Charges to Tenants (Last Month of Current Quarter ) \$ \_\_\_\_\_

|                                       | END OF CURRENT QUARTER       |                            | LAST REPORT                  |                            |
|---------------------------------------|------------------------------|----------------------------|------------------------------|----------------------------|
| Accounts Receivable                   | Number of<br>Accounts<br>(1) | Aggregate<br>Amount<br>(2) | Number of<br>Accounts<br>(3) | Aggregate<br>Amount<br>(4) |
| 1. Tenants in Possession:             |                              |                            |                              |                            |
| (a) One Month or Less                 | _____                        | \$ _____                   | _____                        | \$ _____                   |
| (b) Over One Month                    | _____                        | \$ _____                   | _____                        | \$ _____                   |
| (c) Sub-Total                         | _____                        | \$ _____                   | _____                        | \$ _____                   |
| 2. Vacated Tenants' Account           | _____                        | _____                      | _____                        | _____                      |
| 3. Total Tenants' Accounts Receivable | _____                        | \$ _____                   | _____                        | \$ _____                   |

4. Collection Loss (Account #6580)

    (a) Charged to Loss this Period \$ \_\_\_\_\_

    (b) Charged to Loss this Year to Date \$ \_\_\_\_\_

5. Percentage Analysis - Accounts Receivable of Tenants in Possession:

    (a) Percent of Accounts Delinquent Line 1 (c) column 1÷ A \_\_\_\_\_ %

    (b) Percent of Amount Delinquent to Total Current Charges \_\_\_\_\_ %

        Line 1 (c) column 2÷ B

General Comments: (Explain any circumstances causing a worsening collection record and corrective measures being taken.)

Prepared By \_\_\_\_\_ Name/Title \_\_\_\_\_ Date \_\_\_\_\_

I declare that all facts and information contained in this report (Form OS) are true, correct, and complete to the best of my knowledge and belief and that the above statement fairly and accurately represents the financial position of the development(s) for the period. In accordance with the provisions of Section 6A of Chapter 268 of the Massachusetts General Law.

Name \_\_\_\_\_ Chairperson or Executive Director \_\_\_\_\_ Date \_\_\_\_\_





HOUSING AUTHORITY

PROGRAM NO. \_\_\_\_\_

CALCULATION OF OPERATING SUBSIDY EARNED AND CALCULATION  
OF ESTIMATED INTERIM OR YEAR-END OPERATING RESERVE BALANCE

Quarter(s) Covered: ☐ 1 ☐ 1 thru 2 ☐ 1 thru 3 ☐ 1 thru 4

Line  
No.

SECTION I - CALCULATION OF OPERATING SUBSIDY EARNED

(1)

(2)

PER PHA

ECCD  
MODIFICATION

1 ANNUAL BUDGETED NON-UTILITY COST  
(Line 30, Column 1, 051-1)

Select the Applicable Quarter Below

2 First Quarter - Line 1 x 25%  
or

3 Second Quarter - Line 1 x 50%  
or

4 Third Quarter - Line 1 x 75%  
or

5 Fourth Quarter - Line 1 x 100%

6 BUDGETED NON-UTILITY EXPENSE FOR PERIOD  
(Line 2, 3, 4 or 5 above)

7 LINE ITEM OVERPUNS (USE AT YEAR END ONLY)

BUDGET      ACTUAL      OVERRUN

A) Account 4110  
(Line 9, Columns 1  
and 4 051-1)

B) Account 4150  
(Line 12, Columns 1  
and 4 051-1)

(If calculation is an overrun bring amount into  
column 1 of this form)

8 ACTUAL UTILITY EXPENSE  
(Line 37, Column 4, 051-1 Current Quarter)

9 ACTUAL INCOME  
(Line 8, Column 4, 051-1 Current Quarter)

10 ADJUSTED BUDGET DEFICIT (SURPLUS)  
(Line 6 minus 7A minus 7B plus 8 minus 9)

11 OPERATING SUBSIDY EARNED - LINE 10 ABOVE  
(If Line 10 is a (Surplus) enter - 0 -)  
(Line 11 is brought forward to Line 40 Form 051-1)

12 LESS: OPERATING SUBSIDY CONTRIBUTION RECEIVED  
FOR CURRENT FISCAL YEAR (BALANCE 7300 ACCOUNT)

13 Debit 1125 UNDERPAYMENT DUE FROM ECCD LINE 11 EXCEEDS 12  
(USE ACCOUNT 2291 FOR THE FIRST THREE QUARTERS)

14 Credit 2118 OVERPAYMENT DUE TO ECCD LINE 13 EXCEEDS 11  
(USE ACCOUNT 2291 FOR THE FIRST THREE QUARTERS)

SECTION II - CALCULATION OF ESTIMATED INTERIM OR YEAR-END OPERATING RESERVE BALANCE

1 OPERATING RESERVE BALANCE BEGINNING OF YEAR  
(Section II, Line 4, 051-5 Prior Fiscal Year End)

2 ADD: PROVISION FOR OPERATING RESERVE  
(Line 25, Column 4, 051-1 Current Period)

3 ADD NET INCOME OR SUBTRACT DEFICIT  
(Line 40, Column 4, 051-1 Current Period)

4 ESTIMATED INTERIM OR YEAR END OPERATING RESERVE BALANCE



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
HOUSING AUTHORITY  
MODERNIZATION WORK ITEM REQUEST FORM

Housing Authority

DATE OF WORK ITEM REQUEST

Page

01

|   |                           |                        |                                | For FOCD Use Only           |                         |                    |
|---|---------------------------|------------------------|--------------------------------|-----------------------------|-------------------------|--------------------|
| (1)<br>Work Item Description and Assessment of Need | (2)<br>Development Number | (3)<br>Priority Number | (4)<br>Amount Requested by IHA | (5)<br>FOCD Approved Amount | (6)<br>Work Plan Number | (7)<br>Work Item # |
| 1   |                           |                        |                                |                             |                         |                    |
| 2   |                           |                        |                                |                             |                         |                    |
| 3   |                           |                        |                                |                             |                         |                    |
| 4   |                           |                        |                                |                             |                         |                    |
| 5   |                           |                        |                                |                             |                         |                    |
| <b>TOTAL</b>  |                           |                        |                                |                             |                         |                    |
| IHA Approval  |                           |                        | FOCD Approval                  |                             |                         |                    |
| Chairperson   |                           | Signature              | Date                           | Name and Title              |                         | Signature          |
|   |                           |                        |                                |                             |                         |                    |





097 (7-88)

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
HOUSING AUTHORITY  
ECOD MODERNIZATION WORK PLAN NUMBER AUTHORIZATION

MODERNIZATION WORK PLAN NUMBER

Housing Authority

| (1)<br>Work<br>Item<br>Number | (2)<br>Work Item<br>Description | (3)<br>General Ledger<br>Account Number | (4)<br>Construction<br>Contract<br>per 098 Form | (5)<br>Construction<br>Contingencies | (6)<br>A&E<br>Fees | (7)<br>Contract<br>Admin | (8)<br>LHA<br>Admin | (9)<br>Total |
|-------------------------------|---------------------------------|---|---|--------------------------------------|--------------------|--------------------------|---------------------|--------------|
| 1                             | GROSS WORK<br>PLAN COST         |   |   |                                      |                    |                          |                     |              |
| 2                             | Operating<br>Reserve)           | 2590                                    |   |                                      |                    |                          |                     |              |
| 3                             | Capital<br>Reserve)             | 2580                                    |   |                                      |                    |                          |                     |              |
| 4                             | (Other<br>Funding<br>Describe)  |   |   |                                      |                    |                          |                     |              |
| 5                             | NET WORK<br>PLAN COST           |   |   |                                      |                    |                          |                     |              |

Must have approved budget (Form 098, before expenditure of these funds may be made

|                |           |      |
|----------------|-----------|------|
| ECOD APPROVAL  |           |      |
| Name and Title | Signature | Date |

097 (7-88)



**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
MODERNIZATION WORK PLAN  
BUDGET & DETAILED COST REPORT**

Page 1 of 2

WORK PLAN # \_\_\_\_\_

Housing Authority \_\_\_\_\_

Budget ☐Budget Rev. ☐ # \_\_\_\_\_Detailed Cost Report ☐

for Period Ending \_\_\_\_\_

| (1)            |  | (2)            | (3)   | (4)             | (5)        | (6)                 | (7)               | (8)    |
|----------------|--|----------------|-------|-----------------|------------|---------------------|-------------------|--------|
| ADMINISTRATION |  | Account Number | A & E | Contract Admin. | LHA Admin. | Consolidated Budget | EOCD Modification | Actual |
| 1.             | Salaries                                     | 1410.01        |       |                 |            |                     |                   |        |
| 2.             | Tenant Coordinator                           | 1410.02        |       |                 |            |                     |                   |        |
| 3.             | Accounting                                   | 1410.05        |       |                 |            |                     |                   |        |
| 4.             | Advertising                                  | 1410.06        |       |                 |            |                     |                   |        |
| 5.             | Employee Benefits<br>*(FICA, FUTA, GIC only) | 1410.09        |       |                 |            |                     |                   |        |
| 6.             | Sundry                                       | 1410.19        |       |                 |            |                     |                   |        |
| 7.             | <b>TOTAL ADMIN.</b>                          |                |       |                 |            |                     |                   |        |
|                | <b>INCOME</b>                                |                |       |                 |            |                     |                   |        |
| 8.             | Miscellaneous Income                         | 1420.06        |       |                 |            | ( )                 |                   | ( )    |
| 9.             | Interest Income                              | 1420.07        |       |                 |            | ( )                 |                   | ( )    |
| 10.            | <b>TOTAL INCOME</b>                          |                |       |                 |            | ( )                 |                   | ( )    |
|                | <b>PLANNING</b>                              |                |       |                 |            |                     |                   |        |
| 11.            | Architect Cost                               | 1430.01        |       |                 |            |                     |                   |        |
| 12.            | Architect Reimbursement                      | 1430.02        |       |                 |            |                     |                   |        |
| 13.            | Clerk of Works                               | 1430.07        |       |                 |            |                     |                   |        |
| 14.            | <b>TOTAL PLANNING</b>                        |                |       |                 |            |                     |                   |        |

\* FICA—Employer's Share of Social Security Tax  
FUTA—Employer's Share of Unemployment Tax  
GIC—Employer's Share of Group Health Insurance





**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
MODERNIZATION WORK PLAN  
BUDGET & DETAILED COST REPORT**

WORK PLAN # \_\_\_\_\_

Page 22 of 22

for Period Ending \_\_\_\_\_

|     | (1)<br>CONTRACT COST WORK<br>ITEM # | (2)<br>Account<br>Number | (3)<br>A & E | (4)<br>Contract<br>Admin. | (5)<br>LHA<br>Admin | (6)<br>Consolidated<br>Budget | (7)<br>EOCD<br>Modification | (8)<br>Actual |
|-----|-------------------------------------|--------------------------|--------------|---------------------------|---------------------|-------------------------------|-----------------------------|---------------|
| 15. |                                     | 1450                     |              |                           |                     |                               |                             |               |
| 16. |                                     |                          |              |                           |                     |                               |                             |               |
| 17. |                                     |                          |              |                           |                     |                               |                             |               |
| 18. |                                     |                          |              |                           |                     |                               |                             |               |
| 19. |                                     |                          |              |                           |                     |                               |                             |               |
| 20. |                                     |                          |              |                           |                     |                               |                             |               |
| 21. |                                     |                          |              |                           |                     |                               |                             |               |
| 22. | Construction Contingencies          |                          |              |                           |                     |                               |                             |               |
| 23. | <b>TOTAL CONTRACT COST</b>          |                          |              |                           |                     |                               |                             |               |
|     | <b>FURNITURE &amp; EQUIP.</b>       |                          |              |                           |                     |                               |                             |               |
| 24. | Ranges & Refrigerators              | 1465 01                  |              |                           |                     |                               |                             |               |
| 25. | Office Equipment                    | 1475 01                  |              |                           |                     |                               |                             |               |
| 26. | <b>TOTAL FURN. &amp; EQUIP.</b>     |                          |              |                           |                     |                               |                             |               |
| 27. | Gross Work Plan Cost                |                          |              |                           |                     |                               |                             |               |
| 28. | Operating Reserve                   | 1491                     |              |                           |                     | ( )                           | ( )                         | ( )           |
| 29. | Capital Reserve                     | 1492                     |              |                           |                     | ( )                           | ( )                         | ( )           |
| 30. | Other Funding                       | 1498                     |              |                           |                     | ( )                           | ( )                         | ( )           |
| 31. | <b>NET WORK PLAN COST</b>           |                          |              |                           |                     |                               |                             |               |

LHA Approval: \_\_\_\_\_

EOCD Approval: \_\_\_\_\_





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
QUARTERLY CONSOLIDATED MODERNIZATION COST REPORT

J. G. T. 1001 P. 11111111

[illegible]









EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM  
ANNUAL OPERATING BUDGET

Page 1

LHA NAME \_\_\_\_\_

FISCAL YEAR ENDING \_\_\_\_\_

NO. OF CONTRACT UNITS \_\_\_\_\_

ESTIMATED NO. OF UNIT \_\_\_\_\_

MONTHS FOR BUDGET YEAR \_\_\_\_\_

Original ☐

Revision No. \_\_\_\_\_

| Line<br>No. | ACCOUNT<br>NUMBER | CLASSIFICATION   | CURRENT<br>YEAR<br>BUDGET<br>PUM | LHA REQUEST |        | EOCD<br>MODIFICATION |        |
|-------------|-------------------|--|----------------------------------|-------------|--------|----------------------|--------|
|             |                   |  |                                  | PUM         | AMOUNT | PUM                  | AMOUNT |
|             |                   | <u>OPERATING RECEIPTS</u>                              |                                  |             |        |                      |        |
| 1           | 3400              | Administrative Fee                                     |                                  |             |        |                      |        |
| 2           | 3610              | Interest Income  |                                  |             |        |                      |        |
| 3           | 3690              | Miscellaneous Income                                   |                                  |             |        |                      |        |
| 4           |                   | TOTAL OPERATING RECEIPTS                               |                                  |             |        |                      |        |
|             |                   | <u>OPERATING EXPENDITURES</u>                          |                                  |             |        |                      |        |
| 5           | 4110              | Administrative Salaries                                |                                  |             |        |                      |        |
| 6           | 4130              | Legal  |                                  |             |        |                      |        |
| 7           | 4150              | Travel and Related Expense                             |                                  |             |        |                      |        |
| 8           | 4170              | Accounting Services                                    |                                  |             |        |                      |        |
| 9           | 4190              | Administrative Other                                   |                                  |             |        |                      |        |
| 10          |                   | TOTAL ADMINISTRATIVE                                   |                                  |             |        |                      |        |
| 11          | 4510              | Insurance  |                                  |             |        |                      |        |
| 12          | 4540              | Employee Benefits                                      |                                  |             |        |                      |        |
| 13          |                   | TOTAL GENERAL  |                                  |             |        |                      |        |
| 14          | 4000              | TOTAL OPERATING EXPENSES                               |                                  |             |        |                      |        |
| 15          |                   | NET INCOME (DEFICIT) BEFORE<br>NONROUTINE EXPENDITURES |                                  |             |        |                      |        |
|             |                   | <u>NONROUTINE EXPENDITURES</u>                         |                                  |             |        |                      |        |
| 16          | 6210              | Prior Year & Other Adj. Dr. (Cr.)                      |                                  |             |        |                      |        |
| 17          | 6510              | Extraordinary Maintenance                              |                                  |             |        |                      |        |
| 18          | 6580              | Collection Loss  |                                  |             |        |                      |        |
| 19          | 7520              | Replacement of Equipment                               |                                  |             |        |                      |        |
| 20          | 7530              | Receipts from Sale of Equipment                        |                                  |             |        |                      |        |
| 21          | 7540              | Betterments & Additions                                |                                  |             |        |                      |        |
| 22          |                   | TOTAL NONROUTINE EXPENDITURES                          |                                  |             |        |                      |        |
| 23          | 2700              | NET INCOME (DEFICIT)                                   |                                  |             |        |                      |        |
| 24          | 2590              | OPER. RES. BAL. BEGINNING OF YEAR                      |                                  |             |        |                      |        |
| 25          | 2700              | NET INCOME (DEFICIT) (FROM ABOVE)                      |                                  |             |        |                      |        |
| 26          | 2590              | OPER. RES. BALANCE END OF YEAR                         |                                  |             |        |                      |        |



CHAPTER 707 RENTAL ASSISTANCE PROGRAM  
HOUSING AUTHORITY  
OPERATING STATEMENT AND YEAR-END SETTLEMENT STATEMENT  
OF RENTAL ASSISTANCE PAYMENTS

| YEAR ENDED _____   |                | No. Units Under Lease _____<br>Unit Months _____          |                                  |               |                       |                          |
|--|----------------|---|----------------------------------|---------------|-----------------------|--------------------------|
| Line No.   | ACCOUNT NUMBER | CLASSIFICATION  | (1)                              | (2)           | (3)                   | (4)                      |
|  |                |   | APPROVED BUDGET<br>ANNUAL AMOUNT | BUDGET<br>PUM | ACTUAL TO DATE<br>PUM | ACTUAL TO DATE<br>AMOUNT |
| <u>OPERATING RECEIPTS</u>                                |                |   |                                  |               |                       |                          |
|  | 3400           | Administrative Fee  |                                  |               |                       |                          |
|  |                | 1st QTR    2nd QTR    3rd QTR    4th QTR                  |                                  |               |                       |                          |
| 1  |                | (From Line 1 Form 076)                                    |                                  |               |                       |                          |
| 2  | 3610           | Interest Income (From Form 072 Line 8)                    |                                  |               |                       |                          |
| 3  | 3690           | Miscellaneous Income                                      |                                  |               |                       |                          |
| 4  |                | TOTAL OPERATING RECEIPTS                                  |                                  |               |                       |                          |
| <u>OPERATING EXPENDITURES</u>                            |                |   |                                  |               |                       |                          |
| 5  | 4110           | Administrative Salaries                                   |                                  |               |                       |                          |
| 6  | 4130           | Legal   |                                  |               |                       |                          |
| 7  | 4150           | Travel and Related Expense                                |                                  |               |                       |                          |
| 8  | 4170           | Accounting Services                                       |                                  |               |                       |                          |
| 9  | 4190           | Administrative Other                                      |                                  |               |                       |                          |
| 10   |                | TOTAL ADMINISTRATIVE                                      |                                  |               |                       |                          |
| 11   | 4510           | Insurance   |                                  |               |                       |                          |
| 12   | 4540           | Employee Benefits   |                                  |               |                       |                          |
| 13   |                | TOTAL GENERAL   |                                  |               |                       |                          |
| 14   | 4000           | TOTAL OPERATING EXPENDITURES                              |                                  |               |                       |                          |
| 15   |                | NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES       |                                  |               |                       |                          |
| <u>NONROUTINE EXPENDITURES</u>                           |                |   |                                  |               |                       |                          |
| 16   | 6210           | Prior Year's Other Adm. Debit (Credit)                    |                                  |               |                       |                          |
| 17   | 6510           | Extraordinary Maintenance                                 |                                  |               |                       |                          |
| 18   | 6580           | Collection Loss   |                                  |               |                       |                          |
| 19   | 7520           | Replacement of Equipment                                  |                                  |               |                       |                          |
| 20   | 7530           | Receipts from Sale of Equipment                           |                                  |               |                       |                          |
| 21   | 7540           | Betterments & Additions                                   |                                  |               |                       |                          |
| 22   |                | TOTAL NONROUTINE EXPENDITURES                             |                                  |               |                       |                          |
| 23   | 2700           | NET INCOME (DEFICIT)                                      |                                  |               |                       |                          |
| 24   | 2590           | OPERATING RESERVE BAL. BEG. OF YEAR                       |                                  |               |                       |                          |
| 25   | 2700           | NET INCOME (DEFICIT) FROM ABOVE                           |                                  |               |                       |                          |
| 26   | 2590           | OPERATING RESERVE BALANCE END OF YEAR                     |                                  |               |                       |                          |
| <u>YEAR-END SETTLEMENT OF RENTAL ASSISTANCE PAYMENTS</u> |                |   |                                  |               |                       |                          |
| 27   | 2215           | TOTAL LANDLORD PAYMENTS (INCLUDES 2215.1 & 2215.2, ETC.)  |                                  |               |                       |                          |
| 28   | 2216           | TOTAL CHARGES TO TENANTS                                  |                                  |               |                       |                          |
| 29   |                | NET RENTAL ASSISTANCE PAYMENTS (LINE 27 MINUS 28)         |                                  |               |                       |                          |
| 30   | 2210           | TOTAL PARTIAL PAYMENTS RECEIVED FROM EOCB FOR FISCAL YEAR |                                  |               |                       |                          |
| 31   |                | UNDERPAYMENT DUE LHA (LINE 29 EXCEEDS 30) (DEBIT 2215)    |                                  |               |                       |                          |
|  |                | OR  |                                  |               |                       |                          |
| 32   |                | OVERPAYMENT DUE EOCB (LINE 30 EXCEEDS 29) (CREDIT 2218)   |                                  |               |                       |                          |

Prepared By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are not being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_ Chairperson or Executive Director \_\_\_\_\_ Date \_\_\_\_\_





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM  
ANNUAL CALCULATION OF EXCESS INTEREST INCOME

HOUSING AUTHORITY

YEAR ENDED \_\_\_\_\_

Line No.PER PHAEOCD  
MODIFICATION

- |    |   |       |       |
|----|---|-------|-------|
| 1  | Operating Reserve Balance Beginning<br>of the Fiscal Year   | _____ | _____ |
| 2  | <u>Add:</u>   |       |       |
|    | Administrative Fee Earned per Form 071<br>Line 1 at end of current year   | _____ | _____ |
|    | Miscellaneous Income per Form 071<br>Line 3 at end of current year  | _____ | _____ |
| 3  | <u>Subtract:</u>  |       |       |
|    | Total 4000 Account per Form 071<br>Line 14 at end of current year   | _____ | _____ |
|    | Total Nonroutine Expenditures per<br>Form 071, Lines 16 - 22  |       |       |
|    | 6210 _____  |       |       |
|    | 6510 _____  |       |       |
|    | 6580 _____  |       |       |
|    | 7520 _____  |       |       |
|    | 7530 ( _____ )  |       |       |
|    | 7540 _____  | _____ | _____ |
| 4  | Operating Reserve Balance at End of<br>Year Excluding Interest (Line 1 plus 2<br>minus 3 above)   | _____ | _____ |
| 5  | Total of Line 1 and 4 above   | _____ | _____ |
| 6  | Average Operating Reserve Balance for<br>Current Fiscal Year (Line 5 divided by 2)  | _____ | _____ |
| 7  | Applicable Interest Rate provided by EOCD   | _____ | _____ |
| 8  | Net Interest Earned on Average Operating<br>Reserve Balance Line 6 x 7, (Bring this<br>amount forward to Line 2, Column 4,<br>Form 071) | _____ | _____ |
| 9  | Total Interest, Account 3610 Per General<br>Ledger Before Adjustment  | _____ | _____ |
| 10 | Excess Interest Income Due to EOCD, Debit<br>3610 and Credit 2118. Excess of Line 9<br>over Line 8 (If Line 8 exceeds Line 9 enter 0)   | _____ | _____ |

Line 10 is brought forward to line 4 of the 074  
form (to be used in the 2nd quarter of subsequent  
fiscal year only).





## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: MARCH 5th

JUNE 5th

SEPT. 5th

DEC. 5th

Supplemental

HOUSING AUTHORITY

## CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH ANNUAL CONTRIBUTION

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_, 19\_\_

|   | A   | B  | C   | D                     |
|---|---|--|---|-----------------------|
|   | Estimated Cost<br>Through<br>Current<br>Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all line 1s,<br>columns A, B & C of all<br>attached 075 Forms)        |   |  |   |                       |
| 2. Total Partial Payments previously requisitioned for Fiscal<br>Year to Date (Line 1 column C previously requisition or<br>column D if Modified by EOCD) |   |  |   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |   |  |   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
(USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>(Line 32 of Form 071) (Debit Account #2118)          |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Jan. \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: MARCH 5th  
JUNE 5th  
SEPT. 5th  
DEC. 5th  
Supplemental

HOUSING AUTHORITY

QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH ANNUAL CONTRIBUTION  
BY PROGRAM COMPONENT

FOR THE PERIOD TO , 19

Scattered Site MHFA (Name) Other (Program)  
(Name/ACC #)

MAXIMUM ANNUAL CONTRIBUTIONS AMOUNT \$  
MAXIMUM QUARTERLY CONTRIBUTIONS AMOUNT \$  
TOTAL MAXIMUM NUMBER OF UNITS UNDER ACC

- A. Number of Units Under Lease Last Day of Previous Quarter
- B. Estimated Number of Units Under Lease at End of Current Quarter
- C. Estimated Monthly Average of Units to Be Leased During Requested Quarter
- D. Average Monthly Rental Assistance Payment Per Unit as of Date of Requisition
- E. Line C x 3 months x Average Payment Line D =

|  |
|--|
|  |
|  |
|  |
|  |
|  |

1. RENTAL ASSISTANCE  
PAYMENTS (ACCOUNT 2215  
LESS 2216 ESTIMATED)  
(BRING AMOUNTS FORWARD  
TO FORM 074 LINE 1)

| A   | B  | C   | D                     |
|---|--|---|-----------------------|
| Estimated Cost<br>Through<br>Current<br>Quarter | Estimated Cost<br>to End of<br>Requested Quarter<br>(Line E Above) | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
|   |  |   |                       |





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st \_\_\_\_\_  
May 1st \_\_\_\_\_  
Aug. 1st \_\_\_\_\_  
Nov. 1st \_\_\_\_\_

HOUSING AUTHORITY

CONSOLIDATED QUARTERLY REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_ 19\_\_\_\_

ADMINISTRATIVE FEE CALCULATION

RECONCILIATION OF PREVIOUS QUARTER(s)

| QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--------------------|----------------------|
|                    |                      |
|                    |                      |
|                    |                      |
|                    |                      |

1. Total Fee Earned (Total of all Line 7s, column D of all attached 077 Forms)
2. Deduct Previous 80% Advance  
(Line 6 previous requisition Form 076)
3. Underpayment Due LHA (Line 1 exceeds line 2)  
or
4. Overpayment Due EOCD (Line 2 exceeds Line 1)

ADVANCE OF FEE FOR NEXT QUARTER

|  |  |
|--|--|
|  |  |
|  |  |

5. Total Ongoing Fee Earned (Total of all Line 5s, column I of all attached 077 Forms)
6. Advance for Next Quarter (80% of Line 5 above)

TOTAL REQUISITION FOR ADMINISTRATIVE FEE

|  |  |
|--|--|
|  |  |
|--|--|

7. Total Fee To Be Paid (Line 6 plus Line 3 or minus Line 4)  
(Credit amount to account 3400 and adjust the 3400 account at the end of the fiscal year to equal the amounts earned per Line 1 above for each of the four applicable requisitions)

Prepared By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM

PAGE \_\_\_\_ OF \_\_\_\_

DUE: Feb. 1st \_\_\_\_  
May 1st \_\_\_\_  
Aug. 1st \_\_\_\_  
Nov. 1st \_\_\_\_

HOUSING AUTHORITY

QUARTERLY PROGRAM REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE  
AND REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS BY PROGRAM COMPONENT

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_, 19 86

☐ Scattered Site ☐ MHFA \_\_\_\_\_ (Name) ☐ Other \_\_\_\_\_ (Program)  
\_\_\_\_\_  
(Name/ACC =)

ANNUAL CONTRIBUTIONS CONTRACT (ACC) AMOUNT \_\_\_\_\_

TOTAL MAXIMUM NUMBER OF UNITS UNDER (ACC) \_\_\_\_\_

| Section I | ONGOING FEE  | A      | B   | C   | D                  | E                    |
|-----------|--|--------|-----|-----|--------------------|----------------------|
|           |  | MONTHS |     |     | QUARTERLY<br>TOTAL | ECCD<br>MODIFICATION |
|           |  | 1st    | 2nd | 3rd |                    |                      |
| 1.        | Total # of Units Leased Last day of previous Month (1st month the same as 3rd month Line 4 previous requisition) |        |     |     |                    |                      |
| 2.        | Total # of New Units Leased for each month See Form 078  |        |     |     |                    |                      |
| 3.        | Total # of Units Terminated for Month See Form 078   |        |     |     |                    |                      |
| 4.        | Total # of Units Leased End of Month   |        |     |     |                    |                      |
| 5.        | Total Units Line 4, Column D Above _____ x Fee 1 _____ = _____<br>(Bring Amount Forward to Form 076, Line 5)     |        |     |     |                    |                      |

| Section II | PRELIMINARY FEE   |
|------------|---|
| 6.         | Total New Units - Line 2 column D Above _____ x Fee 1 _____ = _____ |

| Section III | TOTAL FEE EARNED  |
|-------------|---|
| 7.          | (Add Line 5 + 6) (Bring Amount Forward to Form 076, Line 1) |

| Section IV | REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS                                      | A      | B   | C   | D                  | E                    |
|------------|--|--------|-----|-----|--------------------|----------------------|
|            |  | MONTHS |     |     | QUARTERLY<br>TOTAL | ECCD<br>MODIFICATION |
|            |  | 1st    | 2nd | 3rd |                    |                      |
| 8.         | Actual Rental Assistance Payments Account 2215 - 2216                            |        |     |     |                    |                      |
| 9.         | Total Units Under Lease End of Month (Line 4 above)                              |        |     |     |                    |                      |
| 10.        | Actual Per Unit Month Rental Assistance Cost (Line 8 ÷ 9)                        |        |     |     |                    |                      |
| 11.        | Average Rental Assistance Cost for New Units Reported on Line 2, Section I Above |        |     |     |                    |                      |

## REPORT OF UNITS LEASED BY BEDROOM SIZE &amp; OCCUPANT STATUS

| 12. CONTRACT DISTRIBUTIONS                           | BEDROOM SIZE      |   |   |   |   | OCCUPANT STATUS |        |      |       |
|--|-------------------|---|---|---|---|-----------------|--------|------|-------|
|  | UNIT DISTRIBUTION |   |   |   |   |                 |        |      |       |
|  | SFO               | 2 | 3 | 4 | 5 | Totals          | Family | Ind. | Other |
| 13. UNITS LEASED - END OF QUARTER                    |                   |   |   |   |   |                 |        |      |       |
| (Unit totals must agree with line 4, column c above) |                   |   |   |   |   |                 |        |      |       |





Scattered Site,

2

1

2

5

111

3

1

1

—

2.

13

1

51

11

1

Landlord - Tenant

| Effective Date | Termination Date |
|----------------|------------------|
|----------------|------------------|

| New<br>Rent | Old<br>Rent | Incr | De |
|-------------|-------------|------|----|
|-------------|-------------|------|----|

1927/1928  
1928

Inc. Dec.

15.11.1961. Inc.

Doc 441a

Inc. 10

Halimé

1841  
1842

1871, 22

1870

Cumulative Total Beginning Balance

## Regulating of

Month

of Month

—

[illegible]















EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
SUPPORTIVE SERVICES PROGRAM

## PROGRAM CATEGORY - VENDOR COST REPORT

Program Year \_\_\_\_\_  
Period Ended \_\_\_\_\_

Housing Authority \_\_\_\_\_

Program Category \_\_\_\_\_ Vendor \_\_\_\_\_

Program Category - Vendor No. \_\_\_\_\_

Grant Amount \_\_\_\_\_ Obligated Amount \_\_\_\_\_

| <u>Cost Classification</u>          | <u>Account Number</u> | <u>Current Quarter</u> | <u>Total Year to Date</u> |
|-------------------------------------|-----------------------|------------------------|---------------------------|
| <u>LHA ADMINISTRATIVE</u>           |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Office Costs                        |                       |                        |                           |
| Other Administrative                |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR ADMINISTRATIVE</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Office Costs                        |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR DIRECT PROGRAM</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Staff Travel                        |                       |                        |                           |
| Furniture & Equipment Rented        |                       |                        |                           |
| Furniture & Equipment Purchased     |                       |                        |                           |
| Participants Wages & Fringes        |                       |                        |                           |
| Participants Stipend                |                       |                        |                           |
| Material and Supplies               |                       |                        |                           |
| Other Participants Costs            |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR SUPPORT SERVICES</u>  |                       |                        |                           |
| Child Care                          |                       |                        |                           |
| Transportation                      |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR COSTS UNALLOCATED</u> |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| TOTAL COSTS                         |                       |                        |                           |



EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
SUPPORTIVE SERVICES PROGRAM

## BALANCE SHEET

Housing Authority

Period Ended

ASSETSACCOUNT NUMBER

1112 Cash

1162 Investments

## SSP COST CONTROL

|      | Program<br>Year |  |
|------|-----------------|--|
| 1400 |                 |  |
| 1400 |                 |  |
| 1400 |                 |  |
| 1400 |                 |  |

1690 Undistributed Debits

TOTAL ASSETSLIABILITIES AND CAPITAL

2111 Accounts Payable - Other

2119 Accounts Payable - Revolving Fund

2290 Undistributed Credits

## CAPITAL FUNDING SOURCES

## SSP GRANTS - EOOD

|      | Program<br>Year |  |
|------|-----------------|--|
| 2900 |                 |  |
| 2900 |                 |  |
| 2900 |                 |  |
| 2900 |                 |  |

## OTHER CASH FUNDING SOURCES

2960 Interest on Program Funds

2990 Other Funds

TOTAL LIABILITIES AND CAPITAL



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
ANALYSIS OF HIF PROGRAM COSTS

Housing Authority

Period \_\_\_\_\_ to \_\_\_\_\_ HIF PROGRAM NO. \_\_\_\_\_

| ACCOUNT NUMBER    | CLASSIFICATION                           | HIF PROGRAM COST<br>TO DATE | HIF PROGRAM COST<br>TOTAL |
|-------------------|--|-----------------------------|---------------------------|
| ADMINISTRATION    |  |                             |                           |
| 1410.01           | EXECUTIVE DIRECTOR SALARY                |                             |                           |
| 1410.02           | OTHER SALARIES                           |                             |                           |
| 1410.04           | LEGAL FEES                               |                             |                           |
| 1410.05           | ACCOUNTING                               |                             |                           |
| 1410.06           | ADVERTISING                              |                             |                           |
| 1410.09           | EMPLOYEE BENEFITS (FICA, FUTA, GIC ONLY) |                             |                           |
| 1410.10           | TRAVEL                                   |                             |                           |
| 1410.11           | INSURANCE                                |                             |                           |
| 1410.19           | SUNDRY                                   |                             |                           |
|                   |  |                             |                           |
|                   | TOTAL ADMINISTRATION                     |                             |                           |
| OFFSETTING INCOME |  |                             |                           |
| 1420.07           | INTEREST INCOME                          |                             |                           |
| 1420.08           | OTHER INCOME                             |                             |                           |
|                   |  |                             |                           |
|                   | TOTAL INCOME                             |                             |                           |
| EQUIPMENT         |  |                             |                           |
| 1465.01           | RANGES & REFRIGERATORS                   |                             |                           |
| 1475.01           | OFFICE FURNISHINGS                       |                             |                           |
| 1475.02           | MAINTENANCE EQUIPMENT                    |                             |                           |
| 1475.03           | COMMUNITY SPACE EQUIPMENT                |                             |                           |
| 1475.04           | CONGREGATE FURNISHINGS                   |                             |                           |
| 1475.07           | AUTOMOTIVE EQUIPMENT                     |                             |                           |
|                   |  |                             |                           |
|                   | TOTAL EQUIPMENT                          |                             |                           |
| OTHER             |  |                             |                           |
|                   |  |                             |                           |
|                   |  |                             |                           |
|                   | TOTAL OTHER                              |                             |                           |
|                   |  |                             |                           |
|                   | GRAND TOTAL                              |                             |                           |





EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
HIF PROGRAM - CONSOLIDATED BALANCE SHEET

Housing Authority

Period Ended

PROGRAM NUMBER(S) \_\_\_\_\_

ASSETSACCOUNT NUMBER

1111 Cash  
1129 Accounts Receivable - Other  
1162 Investments

## HIF PROGRAM COST CONTROL

|      | Program              |  |
|------|----------------------|--|
| 1400 |                      |  |
| 1400 |                      |  |
| 1400 |                      |  |
| 1400 |                      |  |
| 1400 |                      |  |
|      |                      |  |
|      |                      |  |
|      |                      |  |
| 1690 | Undistributed Debits |  |

TOTAL ASSETSLIABILITIES AND CAPITAL

2111 Accounts Payable - Other  
2119 Accounts Payable - Revolving Fund  
2290 Undistributed Credits

## CAPITAL FUNDING SOURCES

## HIF PROGRAM GRANTS ISSUED - EOCD

|      | Program |  |
|------|---------|--|
| 2320 |         |  |
| 2320 |         |  |
| 2320 |         |  |
| 2320 |         |  |
| 2320 |         |  |
|      |         |  |
|      |         |  |
|      |         |  |

TOTAL LIABILITIES AND CAPITAL



|       |  | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
|-------|--|------|------|------|------|-----|------|------|------|-------|------|------|------|
| 080   | Development Cost Budget (2 pages) (Prior to Construction <u>1/</u> )   |      |      |      |      |     |      |      |      |       |      |      |      |
| 080   | Development Cost Statement (2 pages) Due Quarterly   | 31   | 28   | 31   | 30   | 31  | 30   | 31   | 31   | 30    | 31   | 30   | 31   |
| 081   | Development Cost Balance Sheet (Prior to Construction Due Qtr.)  | 31   | 28   | 31   | 30   | 31  | 30   | 31   | 31   | 30    | 31   | 30   | 31   |
| 050   | Annual Operating Budget (Face Sheet and 16 pages)  |      |      |      |      |     |      |      |      |       |      |      |      |
| 051-1 | Operating Statement/Balance Sheet/Supporting Schedules   |      |      |      |      |     |      |      |      |       |      |      |      |
| -2-3  | Tenants A/R/Operating Subsidy Earned-Operating Reserve Balance   | 31   |      |      | 30   |     |      | 31   |      |       | 31   |      |      |
| -4-5  |  |      |      |      |      |     |      |      |      |       |      |      |      |
| 096   | Modernization Work Item Request Form   |      |      |      |      |     |      |      |      |       |      |      |      |
| 097   | EOCD Modernization Work Plan Number Authorization  |      |      |      |      |     |      |      |      |       |      |      |      |
| 098   | Budget & Detailed Cost Report  |      |      |      |      |     |      |      |      |       |      |      |      |
|       | Budgeting Cost Report (Due Quarterly)  | 31   |      |      | 30   |     |      | 31   |      |       | 31   |      |      |
| 090   | Modernization Cost Report (Due Quarterly)  | 31   |      |      | 30   |     |      | 31   |      |       | 31   |      |      |
| 091   | Modernization Balance Sheet (Due Quarterly)  | 31   |      |      | 30   |     |      | 31   |      |       | 31   |      |      |
| 070   | Annual Operating Budget - 707 <u>2/</u>  |      |      |      |      |     |      |      |      |       |      |      |      |
| 071   | Operating Statement & Year-End Settlement Statement of Rental Assistance Payments - 707 <u>3/</u>                            |      |      |      |      |     |      |      |      |       |      |      |      |
| 072   | Annual Calculation of Excess Interest Income - 707   |      |      |      |      |     |      |      |      |       |      |      |      |
| 074   | Consolidated Quarterly Requisition for Partial Payment of Commonwealth Annual Contribution - 707                             |      |      | 5    |      |     | 5    |      |      | 5     |      |      | 5    |
| 075   | Quarterly Requisition for Partial Payment of Commonwealth Annual Contribution By Program Component - 707                     |      |      | 5    |      |     | 5    |      |      | 5     |      |      | 5    |
| 076   | Consolidated Quarterly Requisition for Payment of Administrative Fee - 707   |      | 1    |      |      |     |      |      | 1    |       |      | 1    |      |
| 077   | Quarterly Program Requisition for Payment of Admin. Fee and Report of Actual Rental Assistance Payments by Prgm. Comp. - 707 |      | 1    |      |      |     |      |      | 1    |       |      | 1    |      |
| 078   | Landlord - Tenant Unit Month Register - 707  |      |      |      |      |     |      |      |      |       |      |      |      |

MONTHLY FOR EACH COMPONENT OF 707 AND KEPT BY LHA FOR SUBSEQUENT SITE REVIEW

- 1/ Forms 080 and 081 are also used for the Chapter 884 Program and are due quarterly on Jan. 31, April 30, July 31 and Oct. 31.
- 2/ The 707 Program also uses 12 out of 16 Form 050 Budget pages.
- 3/ The 051-2, 3 & 4 are also due annually for the 707 program.





FINANCIAL REPORTING - FREQUENCY CHART

PAGE 2 OF 2

| FORM NO. | DESCRIPTION   | PREPARED BY | EOCD | ADD LHA | AT THE | START OF | SUPPLEMENTARY | SERVICES | CHART | YEAR |
|----------|---|-------------|------|---------|--------|----------|---------------|----------|-------|------|
| 030      | Annual Summary Budget - Supportive Services Program               |             |      |         |        |          |               |          |       |      |
| 031      | Program Total Cost Report - Supportive Services Program           | 31          |      |         | 30     |          | 31            |          | 31    |      |
| 032      | Program Category-Vendor Cost Report - Supportive Services Program | 31          |      |         | 30     |          | 31            |          | 31    |      |
| 033      | Balance Sheet - Supportive Services Program                       | 31          |      |         | 30     |          | 31            |          | 31    |      |
| 060      | Analysis of HIF Program Costs                                     | 31          |      |         | 30     |          | 31            |          | 31    |      |
| 061      | HIF Program Consolidated Balance Sheet                            | 31          |      |         | 30     |          | 31            |          | 31    |      |

4/ Due Quarterly until all funds are expended







SECTION 8:

INTERNAL CONTROL

The management of each Local Housing Authority is responsible for developing and implementing a system of internal control which will:

- . Safeguard the assets of the organization.
- . Assure the accuracy and reliability of accounting data.
- . Promote operational efficiency.
- . Encourage adherence to prescribed Managerial Policies, State Statutes, and EOCD Rules and Regulations.

It is important that each Local Housing Authority observe the following fundamental requirements in establishing an effective system of internal control:

- . An organizational plan which provides for definite placement of responsibility and for specific lines of responsibility.
- . A division of duties between authorization and record-keeping so that the activities of one employee act as a check on those of another.
- . The use of forms, documents, and procedures which facilitate control and provide for proper approvals.
- . An auditing method for compliance with policies and procedures, particularly those relating to transactions reflected in the books and records.

The extent to which the above requirements may be expected to exist is related to the size of the organization. The complete separation of functions and the existence of an internal accounting function are not feasible in an organization with a small.



number of employees. Even in a small organization, however, a high degree of effective internal control may be obtained by the proper plan of organization and division of duties. For example, no individual should be completely responsible for initiating an order, approving the payment, and signing the check for the same transaction. If one person does have authority to approve an order and to approve the invoice, then another authorized official should sign the check.

The following controls may be used by the Financial Officer or his/her representative in setting up or examining the internal controls of the organization. These controls are not intended to contain comprehensive coverage of all the points which would normally be covered by an auditor making a detailed review of internal control. They are intended, however, to be a general guide for a self-examination by the Local Housing Authority to ensure proper internal controls:

- a) All disbursements, except petty cash, must be made by check.
- b) No checks are to be signed until completely prepared and no checks are to be drawn to "cash" or "bearer" under any circumstances.
- c) Bank statements are to be independently reconciled by someone other than employees who keep the cash record. The sequence of check numbers are to be accounted for when reconciling the bank statements.
- d) Checks should not be issued on the basis of verbal authority and a control should be maintained over blank checks and voided checks.
- e) Employees handling cash or checking accounts must be bonded.
- f) Periodic surprise counts and reconciliation of the petty cash fund should be made.

- g) When checks are submitted for signature, a voucher along with supporting documents should be presented. Supporting documents should then be stamped or marked "Paid" so as to prevent their use for duplicate payments.
- h) Cash receipts should be recorded and deposited daily, intact.
- i) Other contributions should be recorded as received and should be fully documented.
- j) A furniture and equipment ledger should be established and maintained which will provide a perpetual inventory of all moveable assets.
- k) Payroll checks should be distributed by someone other than personnel involved in the preparation of the payroll.









## SECTION 9:

### ACCOUNTING FOR THE DEVELOPMENT PROGRAM

The starting point in the accounting cycle for the Development Programs for Chapter 667, 705 and 689 is the approval of the initial Development Grant by EOCD. This becomes a reality when a housing authority receives the executed Contract for Financial Assistance, Development Fund Agreements, and accompanying "extracts".

A development budget is established once the schematic phase of design has been approved by EOCD. Based on the Bureau of Housing Development's prototype construction costs and on the Housing Development Plan prepared by each authority and its architect, the Approved Budget provides a total budget for the project and allocates that budget to the specific cost categories of Administration, Architectural and Engineering Costs, Site Acquisition Costs, Site Development Costs, Construction Costs and Equipment Costs. Anticipated income from interest and rents is an additional category.

Once the Approved Budget Form 080 is established, the budget remains in effect while the project is in the planning and construction phases of development. During these phases, costs incurred by the housing authority must be approved by the Bureau of Housing Development. These costs may not exceed the approved budget amounts without approval from the Bureau of Housing Development. For payment approval, the housing authority must submit the invoice for the services obtained as well as a request to make payment. Once payment has been authorized by EOCD, the payment may be made. The only exception to this method of incurring costs will be for routine administrative expenses which may be paid without prior approval. These expenditures should also not exceed approved amounts without prior approval. Only costs that are directly attributable to development are to be included as a development cost.



All expenses incurred during the "Initial Operating Period" are to be charged to the management operating expense 4000 series of accounts which are shown in Section 6B of this manual.

As noted in Section 7, the Form 080 used for the Approved Budget is also the accounting form for reporting development expenditures. This form includes the Approved Budget Amount and Actual Costs to-Date. A copy of Form 080 must be submitted quarterly during planning, and monthly commencing with the bidding of the project, to EOCD's Bureau of Housing Finance. This submission must always include the Approved Budget as well as the Development Costs to-Date. The Balance Sheet Form 081 is also submitted with the Form 080.

Development costs are to be allocated to specific line items. If a cost is a joint Chapter 667/705 cost, the cost is to be prorated based on the percent established in the Approved Budget. The percentage is determined based upon the Chapter 667 or 705 construction cost as a percentage of the total construction budget. The Balance Sheet summarizes Assets and Liabilities for all funds related to the development including funds from sources other than EOCD.

The basic flow of accounting data for the Development Program is as follows:

- 1) EOCD approves Development Grant with the execution of the Contract For Financial Assistance and related documents. A planning grant is subsequently forwarded to the LHA.
- 2) LHA establishes a separate bank account for the new Development Program.
- 3) LHA establishes accounting records as noted in Section 5.
- 4) LHA requisitions funds from EOCD.
- 5) EOCD and LHA prepare Development Cost Budget Form 080.
- 6) LHA accumulates cost by development cost subsidiary accounts noted in Section 6B and on the Form 080.





- 7) LHA prepares Form 080, Development Cost Statement, and Form 081, Development Cost Balance Sheet, quarterly prior to construction and monthly commencing with the bidding of the project.
- 8) As the Development Project nears completion, the LHA completes an "Outstanding Items List" as provided by EOCD.
- 9) EOCD approves particular items on the Outstanding Item List and notifies the LHA it has 90 days to complete this list.
- 10) At the end of 90 days the LHA submits a final Form #80.
- 11) EOCD approves a Final Development Cost close out amount and notifies the LHA. Excess Development Grant Funds must be returned to EOCD. The accounting entry is a debit to 2320 Grants Issued and a credit to cash.

The basic objectives in accounting for the Development Program are to assure that all costs are accumulated to the proper development cost subsidiary account classifications and that a contract register is maintained to assure control of all contract awards.

An illustration of the accounting cycle for the Development Program per the Enfield Housing Authority is included on page 9 - 4.

"IMPORTANT NOTE"

Due to changes in the federal tax code, charges to Employee Benefits, Account 1410.09, for development programs are restricted to the following:

- A) FICA - Employer's share of social security tax
- B) FUTA - Employer's share of unemployment tax
- C) GIC - Employer's share of group health insurance



ENFIELD HOUSING AUTHORITY

DEVELOPMENT PROGRAM

Enfield Housing Authority entered into a Contract for Financial Assistance with EOCD to develop a 667-2 project for 100 units on December 10, 1987 in the amount of \$1,200,000.00. EOCD and the LHA prepare the Budget Form 80 on January 15, 1988, after the schematic phase of design has been approved by EOCD. See pages 9 - 7 and 9 - 8.

The following transactions and the related accounting entries occurred through September 30, 1988:

(1)

On February 15, 1988 EOCD sends to LHA \$25,000.00 in start up funds.

|      |                       | <u>Debit</u> | <u>Credit</u> |
|------|-----------------------|--------------|---------------|
| 1111 | Cash Development Fund | 25,000.00    |               |
| 2320 | Grants Issued         |              | 25,000.00     |

(2)

On March 1, 1988 EOCD approves the Architectural contract to Original Designs Inc. for \$40,000.00.

|        |                       | <u>Debit</u> | <u>Credit</u> |
|--------|-----------------------|--------------|---------------|
| 1800.1 | Contract Award        | 40,000.00    |               |
| 1810.1 | Contract Award Contra |              | 40,000.00     |

(3)

On July 15, 1988 EOCD approves the contract for construction award given to Reliable Construction Inc. for \$900,000.00.

|        |                       | <u>Debit</u> | <u>Credit</u> |
|--------|-----------------------|--------------|---------------|
| 1800.1 | Contract Award        | 900,000.00   |               |
| 1810.1 | Contract Award Contra |              | 900,000.00    |

(4)

On August 10, 1988, Enfield requisitions and receives \$975,000.00 in Grant Funds.

|      |               | <u>Debit</u> | <u>Credit</u> |
|------|---------------|--------------|---------------|
| 1111 | Cash          | 975,000.00   |               |
| 2320 | Grants Issued |              | 975,000.00    |

(5)

On August 11, 1988, Enfield invests \$800,000.00 in a 30-day Certificate of Deposit and assures that funds are insured and collateralized.

|      |            | <u>Debit</u> | <u>Credit</u> |
|------|------------|--------------|---------------|
| 1162 | Investment | 800,000.00   |               |
| 1111 | Cash       |              | 800,000.00    |

(6)

On August 12, 1988, Enfield advances cash to the Revolving Fund, approximating one month's average anticipated cost to be paid out by the Revolving Fund, on behalf of the 667-2 project.

|      |                        | <u>Debit</u> | <u>Credit</u> |
|------|------------------------|--------------|---------------|
| 1155 | Revolving Fund Advance | 1,200.00     |               |
| 1111 | Cash                   |              | 1,200.00      |

(7)

On August 18, 1988, Enfield purchases land for \$160,000.00.

|         |               | <u>Debit</u> | <u>Credit</u> |
|---------|---------------|--------------|---------------|
| 1440.01 | Land Purchase | 160,000.00   |               |
| 1111    | Cash          |              | 160,000.00    |

(8)

On August 20, 1988, Enfield pays Original Designs Inc. \$20,000.00.

|         |                               | <u>Debit</u> | <u>Credit</u> |
|---------|-------------------------------|--------------|---------------|
| 1430.01 | Architect Fees Basic Services | 20,000.00    |               |
| 1111    | Cash                          |              | 20,000.00     |
| 1810.1  | Contract Award Contra         | 20,000.00    |               |
| 1800.0  | Contract Award                |              | 20,000.00     |



(9)

Enfield's Certificate of Deposit comes due on September 11, 1988 and it reinvests \$600,000.00 in a new C. of D. due in 30 days.

|         |                 | <u>Debit</u> | <u>Credit</u> |
|---------|-----------------|--------------|---------------|
| 1162    | Investment      | 600,000.00   | 800,000.00    |
| 1111    | Cash            | 204,500.00   |               |
| 1420.07 | Interest Income |              | 4,500.00      |

(10)

Enfield pays Reliable Contractors Inc. check no. 1002 on September 2, 1988 for periodical estimate #1: \$200,000.00 less contract retention of 10%. This transaction is entered in the contract register. See page 9 - 9.

|         |                       | <u>Debit</u> | <u>Credit</u> |
|---------|-----------------------|--------------|---------------|
| 1450.01 | Construction Contract | 200,000.00   |               |
| 2112.1  | Contract Retention    |              | 20,000.00     |
| 1111    | Cash                  |              | 180,000.00    |
| 1810.2  | Contract Award Contra | 200,000.00   |               |
| 1800.2  | Contract Award        |              | 200,000.00    |

(11)

Enfield sets up Accounts Payable to the Revolving Fund for its prorata share of administration costs paid for the month ended September 30, 1988.

|         |                                 | <u>Debit</u> | <u>Credit</u> |
|---------|---------------------------------|--------------|---------------|
| 1410.01 | Executive Director Salary       | 600.00       |               |
| 1410.05 | Accounting                      | 100.00       |               |
| 1410.09 | Employee Benefits               | 180.00       |               |
|         | (See Important Note Page 9-3)   |              |               |
| 1410.10 | Travel                          | 50.00        |               |
| 1410.16 | Other Administrative Costs      | 200.00       |               |
| 2119    | Accounts Payable Revolving Fund |              | 1,130.00      |

Enfield prepares and submits to EOCD the following reports:

|          |                            | <u>Page</u> |
|----------|----------------------------|-------------|
| Form 080 | Development Cost Statement | 9 - 10      |
| Form 081 | Balance Sheet              | 9 - 12      |





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
DEVELOPMENT COST STATEMENT/DEVELOPMENT COST BUDGET

080(6-92)

HOUSING AUTHORITY: ENFIELD  
PERIOD:

NO. OF UNITS: 100 DEVELOPMENT NO.: 667-2  
DATE OF APPROVED BUDGET: 6/15/88

| ACCT. NO. CLASSIFICATION               | APPROVED<br>BUDGET | DEVELOPMENT COST<br>TO DATE | DEVELOPMENT COST<br>TOTAL |
|--|--------------------|-----------------------------|---------------------------|
| <b>ADMINISTRATION</b>                  |                    |                             |                           |
| 1410.01 EXECUTIVE DIRECTOR SALARY      | 10,000             |                             |                           |
| 1410.02 OTHER LHA SALARIES             |                    |                             |                           |
| 1410.03 DEVELOPMENT CONSULTANT         |                    |                             |                           |
| 1410.05 ACCOUNTING                     | 1,200              |                             |                           |
| 1410.06 ADVERTISING                    | 400                |                             |                           |
| 1410.09 EMPLOYEE BENEFITS              | 3,000              |                             |                           |
| 1410.10 TRAVEL                         | 400                |                             |                           |
| 1410.11 INSURANCE                      | 1,000              |                             |                           |
| 1410.12 GROUNDBREAKING & DEDICATION    |                    |                             |                           |
| 1410.13 OFFICE SUPPLIES & EQUIPMENT    |                    |                             |                           |
| 1410.14 LEGAL FEES - BASIC SERVICES    | 5,000              |                             |                           |
| 1410.15 LEGAL FEES - EXTRA SERVICES    |                    |                             |                           |
| 1410.16 OTHER ADMINISTRATION COSTS     | 3,000              |                             |                           |
| SUBTOTAL ADMINISTRATION                | 24,000             |                             |                           |
| <b>OFFSETTING INCOME</b>               |                    |                             |                           |
| 1420.07 INTEREST INCOME                | (13,000)           |                             |                           |
| 1420.08 OTHER INCOME                   |                    |                             |                           |
| SUBTOTAL OFFSETTING INCOME             | (13,000)           |                             |                           |
| <b>ARCHITECTURAL &amp; ENGINEERING</b> |                    |                             |                           |
| 1430.01 A/E BASIC SERVICES             | 40,000             |                             |                           |
| 1430.02 A/E EXTRA SERVICES             | 4,000              |                             |                           |
| 1430.05 PRINTING AT BIDDING            | 1,200              |                             |                           |
| 1430.06 SPECIAL CONSTRUCTION INVEST.   |                    |                             |                           |
| 1430.07 PROJECT REPRESENTATIVE         |                    |                             |                           |
| 1430.08 MEASURED DRAWINGS              | 1,000              |                             |                           |
| 1430.09 CONSTRUCTION TESTING           |                    |                             |                           |
| 1430.10 OTHER CONSULTING FEES          |                    |                             |                           |
| 1430.15 COST ESTIMATING                |                    |                             |                           |
| 1430.16 A/E REIMBURSABLES              |                    |                             |                           |
| 1430.19 OTHER COSTS                    | 1,800              |                             |                           |
| SUBTOTAL A/E                           | 48,000             |                             |                           |
| <b>SITE ACQUISITION</b>                |                    |                             |                           |
| 1440.01 LAND/BUILDING PURCHASE         | 160,000            |                             |                           |
| 1440.02 BUILDING MAINTENANCE           |                    |                             |                           |
| 1440.03 ACCRUED TAXES                  | 1,300              |                             |                           |
| 1440.04 APPRAISAL FEES                 | 400                |                             |                           |
| 1440.05 RECORDING FEES                 | 300                |                             |                           |
| 1440.06 RELOCATION                     |                    |                             |                           |
| 1440.07 SITE SEARCH CONSULTANT         | 5,000              |                             |                           |
| 1440.08 OTHER SITE ACQUISITION COSTS   |                    |                             |                           |
| SUBTOTAL SITE ACQUISITION              | 167,000            |                             |                           |
| <b>SITE DEVELOPMENT</b>                |                    |                             |                           |
| 1445.01 SURVEYS                        | 500                |                             |                           |
| 1445.02 BORINGS & TEST PITS            | 2,500              |                             |                           |
| 1445.03 21E CONSULTANT                 |                    |                             |                           |
| 1445.04 21E REMEDIATION                |                    |                             |                           |
| 1445.05 ASBESTOS CONSULTANT            |                    |                             |                           |
| 1445.06 ASBESTOS REMOVAL               |                    |                             |                           |
| 1445.07 LEAD PAINT CONSULTANT          |                    |                             |                           |
| 1445.08 LEAD PAINT REMOVAL             |                    |                             |                           |
| 1445.09 WETLANDS CONSULTANT            |                    |                             |                           |
| 1445.10 OTHER SITE DEVELOPMENT COSTS   |                    |                             |                           |
| SUBTOTAL SITE DEVELOPMENT              | 3,000              |                             |                           |
| <b>CONSTRUCTION COSTS</b>              |                    |                             |                           |
| 1450.01 ORIGINAL CONSTRUCTION CONTRACT | 900,000            |                             |                           |
| 1450.02 CHANGE ORDER CONTINGENCY       | 27,000             |                             |                           |
| 1450.03 PERMIT FEES                    |                    |                             |                           |
| 1450.04 DEMOLITION                     |                    |                             |                           |
| 1450.09 CONTRACT BY OTHERS             |                    |                             |                           |
| 1450.10 OTHER CONSTRUCTION COSTS       |                    |                             |                           |
| SUBTOTAL CONSTRUCTION COSTS            | 927,000            |                             |                           |
| <b>EQUIPMENT</b>                       |                    |                             |                           |
| 1465.01 RANGE & REFRIGERATORS          | 28,000             |                             |                           |
| 1475.01 OFFICE FURNISHINGS             | 3,000              |                             |                           |
| 1475.02 MAINTENANCE EQUIPMENT          | 5,000              |                             |                           |
| 1475.03 667 COMMUNITY SPACE EQUIPMENT  | 4,000              |                             |                           |
| 1475.04 667 CONGREGATE FURNISHINGS     |                    |                             |                           |
| 1475.05 INFORMATION SYSTEMS EQUIPMENT  | 4,000              |                             |                           |
| 1475.07 AUTOMOTIVE EQUIPMENT           |                    |                             |                           |
| SUBTOTAL EQUIPMENT                     | 44,000             |                             |                           |
| <b>OTHER</b>                           |                    |                             |                           |
| 1490.00 EOGD DIRECTED FINAL CLOSE-OUT  |                    |                             |                           |
| <b>GRAND TOTALS (LESS INCOME)</b>      | 1,200,000          |                             |                           |









NAME OF CONTRACTOR RELIABLE CONTRACTOR INC. AMOUNT OF CONTRACT 900,000.00

DESCRIPTION OF CONTRACT CONSTRUCTION 667-2

9 - 9

7/1/88





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
DEVELOPMENT COST STATEMENT/DEVELOPMENT COST BUDGET

080(6-92)

HOUSING AUTHORITY: ENFIELD  
PERIOD: July 1, 1988 to September 30, 1988

NO. OF UNITS: 100 DEVELOPMENT NO.: 667-2  
DATE OF APPROVED BUDGET: 6/15/88

| ACCT. NO.                              | CLASSIFICATION                     | APPROVED<br>BUDGET | DEVELOPMENT COST<br>TO DATE | DEVELOPMENT COST<br>TOTAL |
|--|------------------------------------|--------------------|-----------------------------|---------------------------|
| <b>ADMINISTRATION</b>                  |                                    |                    |                             |                           |
| 1410.01                                | EXECUTIVE DIRECTOR SALARY          | 10,000             | 600.00                      |                           |
| 1410.02                                | OTHER LHA SALARIES                 |                    |                             |                           |
| 1410.03                                | DEVELOPMENT CONSULTANT             |                    |                             |                           |
| 1410.05                                | ACCOUNTING                         | 1,200              | 100.00                      |                           |
| 1410.06                                | ADVERTISING                        | 400                |                             |                           |
| 1410.09                                | EMPLOYEE BENEFITS                  | 3,000              | 180.00                      |                           |
| 1410.10                                | TRAVEL                             | 400                | 50.00                       |                           |
| 1410.11                                | INSURANCE                          | 1,000              |                             |                           |
| 1410.12                                | GROUND BREAKING & DEDICATION       |                    |                             |                           |
| 1410.13                                | OFFICE SUPPLIES & EQUIPMENT        |                    |                             |                           |
| 1410.14                                | LEGAL FEES - BASIC SERVICES        | 5,000              |                             |                           |
| 1410.15                                | LEGAL FEES - EXTRA SERVICES        |                    |                             |                           |
| 1410.16                                | OTHER ADMINISTRATION COSTS         | 3,000              | 200.00                      |                           |
|  | <b>SUBTOTAL ADMINISTRATION</b>     | <b>24,000</b>      |                             | <b>1,130.00</b>           |
| <b>OFFSETTING INCOME</b>               |                                    |                    |                             |                           |
| 1420.07                                | INTEREST INCOME                    | (13,000)           | (4,500.00)                  |                           |
| 1420.08                                | OTHER INCOME                       |                    |                             |                           |
|  | <b>SUBTOTAL OFFSETTING INCOME</b>  | <b>(13,000)</b>    |                             | <b>(4,500.00)</b>         |
| <b>ARCHITECTURAL &amp; ENGINEERING</b> |                                    |                    |                             |                           |
| 1430.01                                | A/E BASIC SERVICES                 | 40,000             | 20,000.00                   |                           |
| 1430.02                                | A/E EXTRA SERVICES                 | 4,000              |                             |                           |
| 1430.05                                | PRINTING AT BIDDING                | 1,200              |                             |                           |
| 1430.06                                | SPECIAL CONSTRUCTION INVEST.       |                    |                             |                           |
| 1430.07                                | PROJECT REPRESENTATIVE             |                    |                             |                           |
| 1430.08                                | MEASURED DRAWINGS                  | 1,000              |                             |                           |
| 1430.09                                | CONSTRUCTION TESTING               |                    |                             |                           |
| 1430.10                                | OTHER CONSULTING FEES              |                    |                             |                           |
| 1430.15                                | COST ESTIMATING                    |                    |                             |                           |
| 1430.16                                | A/E REIMBURSABLES                  |                    |                             |                           |
| 1430.19                                | OTHER COSTS                        | 1,800              |                             |                           |
|  | <b>SUBTOTAL A/E</b>                | <b>48,000</b>      |                             | <b>20,000.00</b>          |
| <b>SITE ACQUISITION</b>                |                                    |                    |                             |                           |
| 1440.01                                | LAND/BUILDING PURCHASE             | 160,000            | 160,000.00                  |                           |
| 1440.02                                | BUILDING MAINTENANCE               |                    |                             |                           |
| 1440.03                                | ACCRUED TAXES                      | 1,300              |                             |                           |
| 1440.04                                | APPRAISAL FEES                     | 400                |                             |                           |
| 1440.05                                | RECORDING FEES                     | 300                |                             |                           |
| 1440.06                                | RELOCATION                         |                    |                             |                           |
| 1440.07                                | SITE SEARCH CONSULTANT             | 5,000              |                             |                           |
| 1440.08                                | OTHER SITE ACQUISITION COSTS       |                    |                             |                           |
|  | <b>SUBTOTAL SITE ACQUISITION</b>   | <b>167,000</b>     |                             | <b>160,000.00</b>         |
| <b>SITE DEVELOPMENT</b>                |                                    |                    |                             |                           |
| 1445.01                                | SURVEYS                            | 500                |                             |                           |
| 1445.02                                | BORINGS & TEST PITS                | 2,500              |                             |                           |
| 1445.03                                | 21E CONSULTANT                     |                    |                             |                           |
| 1445.04                                | 21E REMEDIATION                    |                    |                             |                           |
| 1445.05                                | ASBESTOS CONSULTANT                |                    |                             |                           |
| 1445.06                                | ASBESTOS REMOVAL                   |                    |                             |                           |
| 1445.07                                | LEAD PAINT CONSULTANT              |                    |                             |                           |
| 1445.08                                | LEAD PAINT REMOVAL                 |                    |                             |                           |
| 1445.09                                | WETLANDS CONSULTANT                |                    |                             |                           |
| 1445.10                                | OTHER SITE DEVELOPMENT COSTS       |                    |                             |                           |
|  | <b>SUBTOTAL SITE DEVELOPMENT</b>   | <b>3,000</b>       |                             |                           |
| <b>CONSTRUCTION COSTS</b>              |                                    |                    |                             |                           |
| 1450.01                                | ORIGINAL CONSTRUCTION CONTRACT     | 900,000            | 200,000.00                  |                           |
| 1450.02                                | CHANGE ORDER CONTINGENCY           | 27,000             |                             |                           |
| 1450.03                                | PERMIT FEES                        |                    |                             |                           |
| 1450.04                                | DEMOLITION                         |                    |                             |                           |
| 1450.09                                | CONTRACT BY OTHERS                 |                    |                             |                           |
| 1450.10                                | OTHER CONSTRUCTION COSTS           |                    |                             |                           |
|  | <b>SUBTOTAL CONSTRUCTION COSTS</b> | <b>927,000</b>     |                             | <b>200,000.00</b>         |
| <b>EQUIPMENT</b>                       |                                    |                    |                             |                           |
| 1465.01                                | RANGE & REFRIGERATORS              | 28,000             |                             |                           |
| 1475.01                                | OFFICE FURNISHINGS                 | 3,000              |                             |                           |
| 1475.02                                | MAINTENANCE EQUIPMENT              | 5,000              |                             |                           |
| 1475.03                                | 667 COMMUNITY SPACE EQUIPMENT      | 4,000              |                             |                           |
| 1475.04                                | 667 CONGREGATE FURNISHINGS         |                    |                             |                           |
| 1475.05                                | INFORMATION SYSTEMS EQUIPMENT      | 4,000              |                             |                           |
| 1475.07                                | AUTOMOTIVE EQUIPMENT               |                    |                             |                           |
|  | <b>SUBTOTAL EQUIPMENT</b>          | <b>44,000</b>      |                             |                           |
| <b>OTHER</b>                           |                                    |                    |                             |                           |
| 1490.00                                | EOCD DIRECTED FINAL CLOSE-OUT      |                    |                             |                           |
|  | <b>GRAND TOTALS (LESS INCOME)</b>  | <b>1,200,000</b>   | <b>9 - 10</b>               | <b>376,630.00</b>         |

6/18/92









EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
DEVELOPMENT FUND BALANCE SHEET

|                     |                                   |
|---------------------|-----------------------------------|
| <u>ENFIELD</u>      | <u>Housing Authority</u>          |
| <u>9-30-88</u>      | <u>Period Ended</u>               |
| <u>667-2</u>        | <u>Development Number</u>         |
| <u>1,200,000.00</u> | <u>Total Grant<br/>Authorized</u> |

ASSETSACCOUNT NUMBER

|      |                                  |                       |
|------|----------------------------------|-----------------------|
| 1111 | Development Fund Cash.....       | \$ 43,300.00          |
| 1117 | Petty Cash.....                  |                       |
| 1129 | Accounts Receivable - Other..... |                       |
| 1155 | Revolving Fund Advance.....      | 1,200.00              |
| 1162 | Investments.....                 | 600,000.00            |
| 1400 | Development Costs.....           | 376,630.00            |
| 1690 | Undistributed Debits.....        |                       |
| 1800 | Contracts - Uncompleted.....     | 720,000.00            |
| 1810 | Contract Awards (Contra).....    | (720,000.00)          |
|      | <u>TOTAL ASSETS</u>              | <u>\$1,021,130.00</u> |

LIABILITIES & CAPITAL

|      |  |           |                       |
|------|--|-----------|-----------------------|
| 2111 | Accounts Payable - Other               |           |                       |
| 2112 | Contract Retentions.....               | 20,000.00 |                       |
| 2115 | Bid Deposits.....                      |           |                       |
| 2117 | Employee Payroll Deductions.....       |           |                       |
| 2119 | Accounts Payable - Revolving Fund..... | 1,130.00  | 21,130.00             |
| 2320 | Grants Issued.....                     |           | 1,000,000.00          |
| 2290 | Undistributed Credits.....             |           |                       |
| 2460 | Gifts and Donations.....               |           |                       |
|      | <u>TOTAL LIABILITIES &amp; CAPITAL</u> |           | <u>\$1,021,130.00</u> |







SECTION 10:

ACCOUNTING FOR THE MANAGEMENT PROGRAM

This section includes a description of the accounting cycle during the Management Phase for the 200, 667, 705 and 689 programs. All of these programs may also be "Section 8-Assisted" as illustrated in Section 11.

The Management Phase also encompasses the Initial Operating Period (IOP), new projects that are in the development period and just commencing tenant occupancy. See page 5-3 for discussion of IOP, the Initial Operating Period.

The basic flow of data under the Management Phase is as follows:

- 1) LHA submits Operating Budget Form 050 30 days prior to the start of fiscal year.
- 2) EOCD approves Operating Budget and commences forward funding of Operating Subsidy.
- 3) LHA collects cash receipts primarily from tenants, pays invoice associated with the management of project for Administrative, Utility, Maintenance and General expense.
- 4) LHA prepares quarterly report Forms 051-1-2-3-4-5 for submission by the last day of the month following the end of the quarter.
- 5) LHA prepares year-end report Forms 051-1-2-3-4-5 for submission by the last day of the month following the end of the fiscal year.

An illustration of the accounting cycle with a detailed description of the accounting records to be maintained for the Enfield Housing Authority begins on page 10 - 2.



SECTION 10:

ENFIELD HOUSING AUTHORITY MANAGEMENT

The Enfield Housing Authority administers a 667-C program consisting of 75 units, 50 667-1 units and 25 667-2 units. The Enfield Housing Authority's fiscal year begins July 1, 1986. The following are explanations of transactions which occurred during the third month of the fiscal year, September 1986. On August 1, 1986 Enfield Housing Authority received its approved budget from EOCD which it had submitted May 31, 1986. See approved budget, page 10 - 40.

RECORDING ACCOUNTING TRANSACTIONS

The three journals which Enfield Housing Authority maintains as books of original entry are the Cash Receipts Journal, Cash Disbursements Journal, and the General Journal.

CASH RECEIPTS JOURNAL

The cash receipts journal is used to record all transactions concerning the receipt of funds into the administration fund checking account. Deposit slips and credit memos provide the back-up information for the entries in the cash receipts journal. An example of the Enfield Housing Authority's cash receipts journal is on page 10 - 4. A line by line explanation of each transactions is on page 10 - 5.

### CASH DISBURSEMENTS JOURNAL

The cash disbursements journal is used to record all transactions concerning the disbursements of funds from the administration fund checking account. Purchase orders, invoices and payment vouchers, and debit memos provide appropriate back-up data for entries in the cash disbursements journal.

An example of the Enfield Housing Authority's cash disbursements journal is on page 10 - 6. A line by line explanation of each transaction is on page 10 - 7.

### GENERAL JOURNAL

The general journal is used to record any transactions which are not applicable to the cash receipts and cash disbursements journal. The recording of tenant charges, investment income, and accruals are all examples of such transactions. Standard journals are often used in the general journal for repetitive entries. Enfield Housing Authority does not use standard journals. The general journal entries for the month of September 1986, with explanations for their purpose, are on page 10 - 8 through 10 - 11.

CACTI PROTECTIVE WALLS COMBINE EFFECTIVE PROTECTION WITH AESTHETIC APPEAL

| DATE   |                          | DR.       | CR.                               | CR.                               | CR.        | CR.                | CR.             | GENERAL LEDGER       |           |
|--------|--------------------------|-----------|-----------------------------------|-----------------------------------|------------|--------------------|-----------------|----------------------|-----------|
|        |                          |           |                                   |                                   |            |                    |                 | A/C                  | DR.       |
| 1986   | RECEIVED FROM            | CASH      | TENANTS<br>ACCOUNTS<br>RECEIVABLE | TENANTS<br>ACCOUNTS<br>RECEIVABLE | INVESTMENT | INTEREST<br>INCOME | MISC.<br>INCOME | SECURITY<br>DEPOSITS |           |
| Sept 1 | Rec. Nos. 1501 - 1521    | 1112      | 667.1<br>1122.1                   | 667.2<br>1122.2                   | 1162.2     | 3610               | 3690            | 2114                 |           |
| 2      | Operating Subsidy        | 3,150.00  | 3,150.00                          |                                   |            |                    |                 |                      | A/C       |
| 3      | Rec. Nos. 1950 - 1965    | 22,000.00 |                                   |                                   |            |                    |                 |                      | 7300      |
| 4      | Rec. Nos. 1522 - 1538    | 1,620.00  |                                   | 1,620.00                          |            |                    |                 |                      |           |
| 5      | U.S. Treas. Bill 9-10-86 | 1,492.00  | 1,492.00                          |                                   |            | 50.00              |                 |                      |           |
| 6      | Misc. Laundry Receipts   | 10,000.00 |                                   |                                   | 9,950.00   |                    | 300.00          |                      |           |
| 7      | Rec. Nos. 1539 - 1543    | 300.00    |                                   |                                   |            |                    |                 |                      |           |
| 8      | Rec. Nos. 1956 - 1978    | 400.00    | 400.00                            |                                   |            |                    |                 |                      |           |
| 9      | Security Deposit         | 1,250.00  |                                   | 1,250.00                          |            |                    |                 | 50.00                |           |
| 10     | Insufficient Fund Check  | 50.00     |                                   |                                   |            |                    |                 |                      |           |
| 10     |                          | (130.00)  |                                   | (130.00)                          |            |                    |                 |                      |           |
| 11     | TOTALS                   | 40,132.00 | 5,042.00                          | 2,740.00                          | 9,950.00   | 50.00              | 300.00          | 50.00                |           |
|        |                          |           |                                   |                                   |            |                    |                 |                      | 22,000.00 |

CASH RECEIPTS JOURNAL

| <u>Line No.</u> | <u>Explanation</u>                            |
|-----------------|---|
| 1               | Tenant rent receipts                          |
| 2               | Forward funding of subsidy from EOCD          |
| 3               | Tenant rent receipts                          |
| 4               | Tenant rent receipts                          |
| 5               | U.S. Treasury Bill matured                    |
| 6               | Laundry commissions                           |
| 7               | Tenant rent receipts                          |
| 8               | Tenant rent receipts                          |
| 9               | Security deposit - new tenant                 |
| 10              | Check returned by bank for insufficient funds |
| 11              | Total all columns for monthly posting         |



| DATE   | PAID TO                      | CK NO. | CR. CASH 1112 | A/C  | DR. 4000 | AMOUNT    | A/C    | GENERAL LEDGER DEBIT | GENERAL LEDGER CREDIT | CR. (DR.) FED. 2117.1 | CR. (DR.) STATE 2117.2 | CR. (DR.) RETIRE. 2117.3 | CR. (DR.) GROUP INS. 2117.4 |
|--------|------------------------------|--------|---------------|------|----------|-----------|--------|----------------------|-----------------------|-----------------------|------------------------|--------------------------|-----------------------------|
| 1986   |                              |        |               |      |          |           |        |                      |                       |                       |                        |                          |                             |
| 1 Sept | ABC STATIONERY CO.           | 1001   | 230.00        | 4190 |          | 230.00    |        |                      |                       |                       |                        |                          |                             |
| 2      | J. SMITH, CPA                | 1002   | 125.00        | 4170 |          | 125.00    |        |                      |                       |                       |                        |                          |                             |
| 2      | U.S. TREAS. BILL DUE 9-10-86 | -      | 9,950.00      |      |          |           | 1162.2 | 9,950.00             |                       |                       |                        |                          |                             |
| 2      | VOID                         | 1003   | -             |      |          |           |        |                      |                       |                       |                        |                          |                             |
| 2      | MASS. ELECTRIC               | 1004   | 2,830.00      | 4320 |          | 2,830.00  |        |                      |                       |                       |                        |                          |                             |
| 2      | ATLAS FUEL                   | 1005   | 2,000.00      | 4340 |          | 2,000.00  |        |                      |                       |                       |                        |                          |                             |
| 5      | PAYROLL                      | 1006   | -             | 4110 |          | 700.00    |        |                      |                       |                       |                        |                          |                             |
| 8      | "                            | 1001   | 910.00        | 4410 |          | 805.00    |        |                      |                       | 367.00                | 78.00                  | 80.00                    | 50.00                       |
| 8      | BLOCK INSURANCE              | 1012   | 975.00        |      |          |           | 1211   | 975.00               | COMP. GENERAL         |                       |                        |                          |                             |
| 9      | GROUP INS. COMM.             | 1013   | 997.00        | 4540 |          | 900.00    | 1290   | 6,000.00             | RETIREMENT            | 7-1-85 TO 6-30-86     |                        |                          | (97.00)                     |
| 10     | CITY OF X                    | 1014   | 6,000.00      |      |          |           |        |                      |                       |                       |                        |                          |                             |
| 11     | VOID CK # 1001               | 1015   | 158.00        | 4190 |          | (230.00)  |        |                      |                       |                       |                        |                          |                             |
| 11     | R. RENTAL                    | 1016   | 320.00        | 4430 |          | 320.00    |        |                      |                       |                       |                        |                          |                             |
| 11     | PAINT SUPPLY                 | 1017   | 500.00        | 4420 |          | 500.00    |        |                      |                       |                       |                        |                          |                             |
| 11     | N. E. TELEPHONE              | 1018   | 150.00        | 4190 |          | 150.00    |        |                      |                       |                       |                        |                          |                             |
| 12     | PAYROLL                      | 1019   | -             | 4110 |          | 700.00    |        |                      |                       | 385.00                | 75.00                  | 78.00                    | 47.00                       |
| 18     | "                            | 1024   | 897.00        | 4410 |          | 782.00    |        |                      |                       |                       |                        |                          |                             |
| 19     | BOILER REPAIR INC.           | 1025   | 6,300.00      |      |          |           | 6510   | 6,300.00             | EMERGENCY             |                       |                        |                          |                             |
| 20     | C.C. CONSERVATION            | 1026   | 350.00        | 4360 |          | 350.00    |        |                      |                       |                       |                        |                          |                             |
| 21     | A.A. AUTO                    | 1027   | 12,300.00     |      |          |           |        |                      |                       |                       |                        |                          |                             |
| 22     |                              | -      | -             |      |          |           |        |                      |                       |                       |                        |                          |                             |
| 23     | BLOCK INSURANCE              | 1028   | 2,000.00      | 4150 |          | 400.00    |        |                      |                       |                       |                        |                          |                             |
| 24     | STATE WIDE TRAVEL            | 1029   | 400.00        | 4150 |          | 400.00    |        |                      |                       |                       |                        |                          |                             |
| 25     | ABC STATIONERY CO.           | 1030   | 420.00        | 4190 |          | 420.00    |        |                      |                       |                       |                        |                          |                             |
| 26     | 1ST BANK (FISCAL AGENT)      | 1031   | 220.00        | 4190 |          | 220.00    |        |                      |                       |                       |                        |                          |                             |
| 27     | COMMONWEALTH OF MASS         | 1032   | 153.00        |      |          |           |        |                      |                       |                       |                        |                          |                             |
| 28     | 2ND BANK (FEDERAL TAXES)     | 1033   | 772.00        |      |          |           |        |                      |                       | (772.00)              | (153.00)               |                          |                             |
| 29     | U.S. TREAS. BILL DUE 10-2-86 | -      | 9,890.00      |      |          |           | 1162.2 | 9,890.00             |                       |                       |                        |                          |                             |
| 30     | TOTALS                       | -      | 58,617.00     |      |          | 11,202.00 |        | 59,715.00            | 12,300.00             | 772.00                | 153.00                 | 158.00                   | 97.00                       |
| 31     |                              |        |               |      |          |           |        |                      |                       | (772.00)              | (153.00)               | (158.00)                 | (97.00)                     |



CASH DISBURSEMENTS JOURNAL

| <u>Line No.</u> | <u>Explanation</u>   |
|-----------------|--|
| 1               | Purchase Stationery Supplies   |
| 2               | Accountant's monthly fee   |
| 3               | Purchase Treasury bill   |
| 4               | Void check must be recorded to maintain the check sequence                         |
| 5               | Pay electric bill - record on utility consumption schedule page 10 - 23            |
| 6               | Purchase fuel oil - record on utility consumption schedule page 10 - 23            |
| 7-8             | Payroll - expense gross amount of payroll and record taxes<br>and other deductions |
| 9               | Pay insurance premium - record in insurance register page 10 - 24                  |
| 10              | Pay group insurance bill - both employee and LHA share                             |
| 11              | Prepay retirement bill - LHA share   |
| 12              | Pay retirement withholdings deducted from employee paychecks                       |
| 13              | Void check issued earlier in month   |
| 14              | Pay for rental of maintenance equipment  |
| 15              | Purchase paint   |
| 16              | Pay telephone bill   |
| 17-18           | Payroll  |
| 19              | Pay for emergency repairs to boiler  |
| 20              | Pay for weatherstripping materials   |
| 21-23           | Purchase Truck budgeted in 1987 budget   |
| 24              | Pay insurance premium - record in insurance register See page 10 - 24              |
| 25              | Pay for reservations for housing conferences                                       |
| 26              | Purchase stationery supplies   |
| 27              | Pay fiscal agent   |
| 28              | Pay state income taxes withheld month of September 1986                            |
| 29              | Pay federal income taxes withheld month of September 1986                          |
| 30              | Purchase U.S. Treasury bill  |
| 31              | Total all columns for monthly posting  |

ENFIELD HOUSING AUTHORITY

J.V. No. J-86-9

Date 9/30/86

## JOURNAL VOUCHER

| ACCT. NO. | EXPLANATION  | DEBIT    | CREDIT   |
|-----------|--|----------|----------|
| 1122.1    | Accounts Receivable - 667-1                                  | 5,103.00 |          |
| 1122.2    | Accounts Receivable - 667-2                                  | 2,870.00 |          |
| 3110      | Shelter Rent - Tenant  |          | 7,973.00 |
|           | To record tenant charges for the<br>month of September 1986. |          |          |
|           | TOTAL  | 7,973.00 | 7,973.00 |

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

ENFIELD HOUSING AUTHORITY

J.V. No. J-86-10

Date 9/30/86

JOURNAL VOUCHER

| ACCT. NO.      | EXPLANATION  | DEBIT | CREDIT |
|----------------|--|-------|--------|
| 1162.1<br>3610 | Investments - Money Market Account<br>Interest on Investments<br><br>To record interest earned on money<br>market account month of<br>September 1986 | 53.00 | 53.00  |
|                | TOTAL  | 53.00 | 53.00  |

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

ENFIELD HOUSING AUTHORITY

J.V. No. J-86-11

Date 9/30/86

JOURNAL VOUCHER

| ACCT. NO. | EXPLANATION   | DEBIT    | CREDIT   |
|-----------|---|----------|----------|
| 4510      | Insurance   | 935.00   |          |
| 4540      | Employee Benefits   | 1,500.00 |          |
| 4790      | Provision for Operating Reserve   | 900.00   |          |
| 1211      | Prepaid Insurance   |          | 935.00   |
| 1290.1    | Deferred Charges - Prepaid  |          |          |
|           | Retirement  |          | 1,500.00 |
| 2590      | Operating Reserve   |          | 900.00   |
|           | To record accruals and amortization<br>of expenses for the quarter ending<br>September 30, 1986 |          |          |
|           | TOTAL   | 3,335.00 | 3,335.00 |

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

ENFIELD HOUSING AUTHORITY

J.V. No. J-86-12

Date 9/30/86

JOURNAL VOUCHER

| ACCT. NO. | EXPLANATION   | DEBIT  | CREDIT |
|-----------|---|--------|--------|
| 6580      | Collection Losses   | 150.00 |        |
| 1122.1    | Accounts Receivable - Tenants<br>Accounts 667-1   |        | 70.00  |
| 1122.2    | Accounts Receivable - Tenants<br>Accounts 667-2   |        | 80.00  |
|           | To write-off delinquent rents per<br>board vote September 7, 1986 and<br>approved budget. |        |        |
|           | TOTAL   | 150.00 | 150.00 |

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_



### TENANT ACCOUNTING RECORDS

There are numerous types of tenant accounting records which serve to back-up charges and credits to the individual tenant record and the three books of original entry. The records maintained by a housing authority will vary with the size and complexity of the authority. The following are the tenant accounting records maintained by Enfield Housing Authority. Any example and explanatory note is given for each.

| <u>Record</u>                                   | <u>Page</u>    |
|---|----------------|
| Tenant Ledger Card                              | <u>10 - 13</u> |
| Rent Roll                                       | <u>10 - 14</u> |
| Cash Receipts Journal - Rent                    | <u>10 - 15</u> |
| Adjustment Slip                                 | <u>10 - 16</u> |
| Move-in Notice, Move-out Notice                 | <u>10 - 17</u> |
| Notice of Rent Adjustment                       | <u>10 - 18</u> |
| Analysis of Adjustment Slips                    | <u>10 - 19</u> |
| Daily Statement of Operations                   | <u>10 - 20</u> |
| Rent Roll Control                               | <u>10 - 21</u> |
| Recapitulation of Daily Statement of Operations | <u>10 - 22</u> |

TENANT LEDGER CARD

Name: BOB JONES  
Address HAPPY ACRES  
Unit No. 25

Lease No. \_\_\_\_\_

Security Deposit  
Date        Amount  
5/1/86      \$50.00

RENTAL AMOUNT \$102.00

|   | DATE    | NAME            | RECEIPT<br>NO. | UNIT<br>NO. | DEBIT  |       | PAYMENT<br>REC'D | ACCOUNT<br>BALANCE |   |
|---|---------|-----------------|----------------|-------------|--------|-------|------------------|--------------------|---|
|   |         |                 |                |             | RENT   | OTHER |                  |                    |   |
| 1 | 8/31/86 | BALANCE FORWARD |                |             |        |       |                  | - 0 -              | 1 |
| 2 | 9/01/86 | BOB JONES       |                | 25          | 102 00 |       |                  | 102 00             | 2 |
| 3 | 9/10/86 | BOB JONES       | 1542           | 25          |        |       | 102 00           | - 0 -              | 3 |
| 4 |         |                 |                |             |        |       |                  |                    | 4 |
| 5 |         |                 |                |             |        |       |                  |                    | 5 |
| 6 |         |                 |                |             |        |       |                  |                    | 6 |

TENANT LEDGER CARD

Record of rent charges and payments for an individual tenant. Prepare trial balance from all tenant ledger cards for a project or program.

RENT ROLL

SHEET NO. 1 OF 1

☒ RENT ROLL

PROJECT NO. 667-2

☐ CASH RECEIPTS JOURNAL

SEPTEMBER 1986

|   | DATE   | NAME            | RECPT<br>NO. | UNIT<br>NO. | DEBIT   |       | PAYMENT<br>REC'D | ACCOUNT<br>BALANCE |   | PREVIOUS<br>BALANCE |
|---|--------|-----------------|--------------|-------------|---------|-------|------------------|--------------------|---|---------------------|
|   |        |                 |              |             | RENT    | OTHER |                  |                    |   |                     |
| 1 | 9/1/86 | BOB JONES       |              | 25          | 102 00  |       |                  | 102 00             | 1 | - 0 -               |
| 2 | 9/1/86 | SHIRLEY BROWN   |              | 3           | 87 00   |       |                  | 87 00              | 2 | - 0 -               |
| 3 | 9/1/86 | RONALD BAKER    |              | 13          | 93 00   |       |                  | 93 00              | 3 | - 0 -               |
| 4 |        | ETC.            |              |             | ETC.    |       |                  |                    | 4 |                     |
| 5 |        | "               |              |             | "       |       |                  |                    | 5 |                     |
| 6 |        | "               |              |             | "       |       |                  |                    | 6 |                     |
|   |        | TOTAL RENT ROLL |              |             | 2870 00 |       |                  |                    |   |                     |

RENT ROLL

Listing of tenants and rent charged for the  
month of September 1986.

# CASH RECEIPTS JOURNAL

SHEET NO. 2 OF 2

☐

RENT ROLL

☒

CASH RECEIPTS JOURNAL

PROJECT NO. 667-2

SEPTEMBER

1986

|    | DATE    | NAME          | RECPT NO. | UNIT NO. | DEBIT |       | PAYMENT REC'D | ACCOUNT BALANCE |  | PREVIOUS BALANCE |
|----|---------|---------------|-----------|----------|-------|-------|---------------|-----------------|--|------------------|
|    |         |               |           |          | RENT  | OTHER |               |                 |  |                  |
| 1  | 9/10/86 | BILL NEWMAN   | 1966      | 6        |       |       | 105 00        | - 0 -           |  | 1 105 00         |
| 2  | 9/10/86 | JANE SMITH    | 1967      | 32       |       |       | 110 00        | - 0 -           |  | 2 110 00         |
| 3  | 9/10/86 | AL JONES      | 1968      | 47       |       |       | 92 00         |                 |  | 3 92 00          |
| 4  | 9/10/86 | BOB JONES     | 1969      | 25       |       |       | 102 00        |                 |  | 4 102 00         |
| 5  |         | ETC.          | 1970      |          |       |       | ETC.          |                 |  | 5                |
| 6  |         | "             | 1971      |          |       |       | "             |                 |  | 6                |
| 7  |         | "             | 1972      |          |       |       | "             |                 |  | 7                |
| 8  |         | "             | 1973      |          |       |       | "             |                 |  | 8                |
| 19 |         | "             | 1974      |          |       |       | "             |                 |  | 9                |
| 10 |         | "             | 1975      |          |       |       | "             |                 |  | 10               |
| 11 |         | "             | 1976      |          |       |       | "             |                 |  | 11               |
| 12 |         | "             | 1977      |          |       |       | "             |                 |  | 12               |
| 13 |         | "             | 1978      |          |       |       | "             |                 |  | 13               |
| 14 | 9/10/86 | TOTAL DEPOSIT |           |          |       |       | 1250 00       |                 |  | 14               |

## CASH RECEIPTS JOURNAL - RENT

Record of rents received, numerically sequenced by receipt no. Bank deposits are prepared and proved to the cash receipts journal - rent.



ENFIELD HOUSING AUTHORITY

AS# 86-25

MISCELLANEOUS CHARGE AND CREDIT TICKET

PROJECT NO. 667-2

DATE 9/10/86

NAME OF TENANT JOHN APPLEBY

ACCOUNT NO. 20-3

HAPPY ACRES

XYZ, MASS. XXXXX

| EXPLANATION | CHARGE | CREDIT |
|-------------|--------|--------|
| NSF CHECK   | 130.00 |        |
|             |        |        |
|             |        |        |
|             |        |        |
|             |        |        |
|             | 130.00 |        |

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

ADJUSTMENT SLIP

Used to record all miscellaneous transactions which affect individual accounts. Adjustment slips are then summarized on the analysis of adjusted slips, which are summarized to the Daily Statement of Operations and the Recapitulation of Daily Statements of Operations.



#000345

MOVE-IN NOTICE

TENANT Barbara Henry  
ADDRESS Happy Acres  
DATE LEASE SIGNED 9/10/86  
MONTHLY RENT \$ 153.00  
RENT PER DAY \$ 5.10  
# PRORATED DAYS 20  
TOTAL PRORATED RENT \$ 102.00  
SECURITY DEPOSIT \$ 50.00

PROJECT # 667-2  
APART. # 22

| <u>OTHER CHARGES</u>                        | <u>AMOUNT</u>               |
|---|-----------------------------|
| <u>AIR CONDITIONER</u>                      | <u>                    </u> |
| <u>                                    </u> | <u>                    </u> |
| <u>                                    </u> | <u>                    </u> |

MOVE-OUT NOTICE

TENANT                                       
ADDRESS                                       
DATE NOTICE GIVEN                       
MONTHLY RENT \$                       
PRORATED RENT REFUND \$                       
SECURITY DEPOSIT \$                       
SECURITY DEPOSIT INTEREST \$                       
SUB TOTAL                      \$                       
LESS: MAINT. CHARGES                      \$                       
NET AMOUNT OF REFUND                      \$                     

PROJECT #                       
APART. #                     

MOVE-IN NOTICE - MOVE-OUT NOTICE AND NOTICE OF RENT ADJUSTMENT

Notices which are prepared by tenant selection or leasing and sent to bookkeeping in order to prepare adjustment slips for entry into the tenant accounting system.

ELDERLY

MASS. # 667-2

NO. 02289

ENFIELD HOUSING AUTHORITY

NOTICE OF RENT ADJUSTMENT

DATE: 8/31/86

RESIDENT: JOHN ALLEN

ADDRESS: HAPPY ACRES APT. 18

PRESENT RENT: \$105.00

NEW RENT: \$109.00

EFFECTIVE DATE OF NEW RENT: 10/1/86

YOUR RENT WAS BASED ON THE FOLLOWING:

1. HOUSEHOLD'S GROSS ANNUAL INCOME \$ 5,732.00

2. ALLOWABLE DEDUCTIONS: 500.00

3. NET INCOME: 5,232.00  
(Line 1 Minus 2)

4. 25 % OF NET INCOME

5. OTHER FACTS: \_\_\_\_\_

If you do not agree with this determination, please contact this office for further assistance. If at that time you are not satisfied that your rent has been determined in accordance with the appropriate regulation, you may file a grievance.

Grievance procedure forms are available at both the Authority's office and from the tenant organization.

XYZ HOUSING AUTHORITY

BY: \_\_\_\_\_

BOOKKEEPING COPY

NOTICE OF RENT ADJUSTMENT

Multiple copy form prepared when rent is redetermined.  
Copy sent to bookkeeping is used to record the rent change  
on the Rent Roll Control.

# ANALYSIS OF ADJUSTMENT SLIPS

## CHARGES

| ADJ.<br>NO. | DWELLING<br>RENTAL | EXCESS<br>UTILITIES | NON-<br>DWELLING<br>RENTAL | SALES<br>AND<br>SERVICES | MISC.<br>PROJECT<br>INCOME | REFUNDS<br>RENT | RETURNED<br>CHECKS | REFUNDS<br>SECURITY<br>DEPOSITS | TRANSFERS<br>SECURITY<br>DEPOSITS |
|-------------|--------------------|---------------------|----------------------------|--------------------------|----------------------------|-----------------|--------------------|---------------------------------|-----------------------------------|
| 86-24       | 102.00             |                     |                            |                          |                            |                 |                    |                                 |                                   |
| 86-25       |                    |                     |                            |                          |                            |                 | 130.00             |                                 |                                   |
|             |                    |                     |                            |                          |                            |                 |                    |                                 |                                   |
|             |                    |                     |                            |                          |                            |                 |                    |                                 |                                   |
|             |                    |                     |                            |                          |                            |                 |                    |                                 |                                   |
|             |                    |                     |                            |                          |                            |                 |                    |                                 |                                   |
|             |                    |                     |                            |                          |                            |                 |                    |                                 |                                   |
| TOTAL       | 102.00             |                     |                            |                          |                            |                 | 130.00             |                                 |                                   |

## CREDITS

| ADJ.<br>NO. | DWELLING<br>RENTAL | EXCESS<br>UTILITIES | NON-<br>DWELLING<br>RENTAL | SALES<br>AND<br>SERVICES | MISC.<br>PROJECT<br>INCOME |  |  |  | COLLECTION<br>LOSS |
|-------------|--------------------|---------------------|----------------------------|--------------------------|----------------------------|--|--|--|--------------------|
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |
|             |                    |                     |                            |                          |                            |  |  |  |                    |

# ANALYSIS OF ADJUSTMENT SLIPS

Record of numerically sequenced adjustment  
slips for Sept. 10 to be summarized and  
recorded on Daily Statement of Operations.



# DAILY STATEMENT OF OPERATIONS

Project  
Number 667-2

Project  
Name HAPPY ACRES

Date 9/10/86

|  | TOTAL    |
|--|----------|
| <b>CHARGES - TENANTS ACCOUNTS RECEIVABLE</b> |          |
| Dwelling Rental                              | 102.00   |
| Excess Utilities                             |          |
| Non-Dwelling Rental                          |          |
| Sales and Services to Tenants                |          |
| Miscellaneous Project Income                 |          |
| TOTAL INCOME                                 | 102.00   |
| Refunds to Tenants                           |          |
| Returned Checks                              | 130.00   |
| TOTAL CHARGES TO TENANTS ACCOUNTS RECEIVABLE | 232.00   |
| <b>CREDITS TENANTS ACCOUNTS RECEIVABLE</b>   |          |
| Cash Collections                             | 1,250.00 |
| Transfers from Security Deposits             |          |
| Collection Loss                              |          |
| TOTAL CREDITS TO TENANTS ACCOUNTS RECEIVABLE | 1,250.00 |
| <b>CHARGES TENANTS SECURITY DEPOSITS</b>     |          |
| Refunds to Tenants                           |          |
| Transfers to Receivables                     |          |
| TOTAL CHARGES TENANTS SECURITY DEPOSITS      |          |
| <b>CREDITS TENANTS SECURITY DEPOSITS</b>     |          |
| Cash Collections                             | 50.00    |
| TOTAL CREDITS TENANTS SECURITY DEPOSITS      | 50.00    |

Cash Collections on Receipts No. 1966 through No. 1978 Except \_\_\_\_\_  
Voided No. \_\_\_\_\_  
Recorded: Cash Receipts Register Page 2 of 2 Sept. 1986

| UNDEPOSITED CASH         | AMOUNT   | TENANTS ACCOUNTS RECEIVABLE | AMOUNT   |
|--------------------------|----------|-----------------------------|----------|
| Undeposited Bal.-For'wd. | - 0 -    | Balance - previous report   | 1,228.00 |
| Add receipts-this report | 1,250.00 | Add charges - this report   | 232.00   |
| Deduct deposits          | 1,250.00 | Deduct credits              | 1,250.00 |
| Undeposited Balance      | - 0 -    | Balance - this report       | 210.00   |

Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_

## DAILY STATEMENT OF OPERATIONS

Form by which tenant charges and credits are accumulated on a daily basis. Tenant ledger cards are balanced with this report daily.

ENFIELD HOUSING AUTHORITY  
RENT ROLL CONTROL  
and  
ANALYSIS OF DWELLING RENT CHARGES

Project Name HAPT ACRES

Project No. 667-2

Month of September 1986

| Account Number   | Name of Tenant | Date Moved In | Date Rent Ends | Vacancy |        | Effective Date Of Rental Change | RENT ROLL |          |          |        | CURRENT DWELLING RENT |     |   |     |    |     |     |     |     |     |     |    |
|--|----------------|---------------|----------------|---------|--------|---------------------------------|-----------|----------|----------|--------|-----------------------|-----|---|-----|----|-----|-----|-----|-----|-----|-----|----|
|  |                |               |                | Days    | Amount |                                 | Increase  | Decrease | Adjusted | Debits | Credits               | Net |   |     |    |     |     |     |     |     |     |    |
| Rent Roll at Beginning of Month  |                |               |                |         |        |                                 |           |          |          |        |                       |     |   |     |    |     |     |     |     |     |     |    |
| 22-2   | Barbara Henry  | 9             | 10             | 86      |        |                                 |           |          |          | 153    | 00                    |     | 2 | 921 | 00 | 102 | 00  |     | 2   | 870 | 00  |    |
| 18-1   | John Allen     |               |                |         |        |                                 |           |          |          | 10     | 01                    | 86  |   | 4   | 00 |     | 2   | 925 | 00  |     |     |    |
| Rent Roll Control  |                |               |                |         |        |                                 |           |          |          |        |                       |     |   |     |    |     |     |     |     |     |     |    |
| Record which proves the monthly rent roll with column 1 of Recapitulation of Daily Statement of operations and provides the on-going rent roll for the beginning of the following month. |                |               |                |         |        |                                 |           |          |          |        |                       |     |   |     |    |     |     |     |     |     |     |    |
| Net Adjust-  |                | XXX           | XXX            | XXX     | XXX    | XXX                             | XXX       | XXX      | XXX      | 157    | 00                    |     |   |     |    |     | 102 | 00  |     |     |     |    |
| Total  |                | XXX           | XXX            | XXX     | XXX    | XXX                             | XXX       | XXX      | XXX      |        |                       |     | 2 | 925 | 00 | XXX | XXX | XXX | XXX | 2   | 870 | 00 |



# HOUSING AUTHORITY RECAPITULATION OF DAILY STATEMENTS OF OPERATION

Project name HAPPY ACRES Month of SEPTEMBER, 1986  
Project No. 667-2

| Date  | DEBITS TO TENANTS ACCOUNTS RECEIVABLE |                            |                            |                            |                            |                            | CREDITS TO TENANTS ACCOUNTS RECEIVABLE |                                    |   |                                |                               |                        | DAILY BALANCE             |                              | SECURITY DEPOSITS                  |                 |
|-------|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|------------------------------------|---|--------------------------------|-------------------------------|------------------------|---------------------------|------------------------------|------------------------------------|-----------------|
|       | Debiting Bank<br>Debit (1)            | Debiting Bank<br>Debit (2) | Debiting Bank<br>Debit (3) | Debiting Bank<br>Debit (4) | Debiting Bank<br>Debit (5) | Debiting Bank<br>Debit (6) | Cash<br>Account<br>Debit (11)          | Collection<br>Letter<br>Debit (12) | Transferred<br>From Sec. 19<br>Deposit (13) | Debiting<br>Bank<br>Debit (14) | Total<br>Credit<br>Debit (15) | Net<br>Dr./Cr.<br>(16) | Forward<br>Ledger<br>(17) | Collection<br>Letter<br>(18) | Transferred<br>and<br>Paid<br>(19) | Balance<br>(20) |
| For d |                                       |                            |                            |                            |                            |                            |  |                                    |   |                                |                               |                        |                           |                              |                                    |                 |
| 9/1   | 2768 00                               |                            |                            |                            |                            |                            |  |                                    |   |                                | 2768 00                       |                        | 80 00                     |                              |                                    | 3703 00         |
| 9/5   |                                       |                            |                            |                            |                            |                            | 1620 00                                |                                    |   |                                | 1620 00                       | (1620 00)              | 1228 00                   |                              |                                    |                 |
| 9/10  | 102 00                                |                            |                            |                            |                            |                            | 1250 00                                |                                    |   |                                | 1250 00                       | (1018 00)              | 210 00                    | 50 00                        |                                    |                 |
| 9/30  |                                       |                            |                            |                            |                            |                            |  | 80 00                              |   |                                | 80 00                         | (80 00)                | 130 00                    |                              |                                    |                 |
| Total | 2870 00                               |                            |                            |                            |                            |                            | 2870 00                                | 80 00                              |   |                                | 2950 00                       | 50 00                  | 130 00                    | 50 00                        |                                    | 3750 00         |

Recapitulation of Daily Statement of Operations -

Record which accumulates all transactions for the month, source for the entries is the Daily Statement of Operations. Final total in the general ledger column (17) must agree with the balance in general ledger account 1122.2.

# ENFIELD HOUSING AUTHORITY UTILITY CONSUMPTION SCHEDULE

10/1/86

10 - 23

INSURANCE REGISTER - ENFIELD HOUSING AUTHORITY - 667-C

| DATE | POLICY NO. | NAME OF CO.  | KIND OF INSURANCE   | REF. NO. | PREMIUM AMOUNT | EFFECTIVE FROM | DATES TO | W/O 9/30/86 | 12/31/86 | 3/31/87 | 6/30/87 | 9/30/87 |
|------|------------|--------------|---------------------|----------|----------------|----------------|----------|-------------|----------|---------|---------|---------|
| 8 31 |            |              | BALANCE FORWARDED   |          |                |                |          | 935.00      | 261.00   | 201.00  |         |         |
| 9 30 | 877132     | GENERAL INS. | COMP. GENERAL LIAB. | CD-1     | 975.00         | 10-1-86        | 9-30-87  |             | 243.75   | 243.75  | 243.75  | 243.75  |
| 9 30 | 524387     | MUTUAL INS.  | WORKMEN'S COMP.     | CD-1     | 2,000.00       | 10-1-86        | 9-30-87  |             | 500.00   | 500.00  | 500.00  | 500.00  |
|      |            |              |                     |          |                |                |          |             |          |         |         |         |
|      |            |              |                     |          |                |                |          |             |          |         |         |         |
|      |            |              |                     |          |                |                |          |             |          |         |         |         |
|      |            |              |                     |          |                |                |          |             |          |         |         |         |
|      |            |              |                     |          |                |                |          |             |          |         |         |         |
|      |            |              |                     |          |                |                |          |             |          |         |         |         |
|      |            |              | WRITE-OFF           |          |                |                |          | 935.00      |          |         |         |         |



### GENERAL LEDGER

The general ledger beginning account balances are the balances per the 8/31/86 trial balance. (see page 10 - 28)

The general ledger accounts for Enfield Housing Authority are posted with the transactions recorded in the three books of original entry: cash receipts journal; cash disbursements journal; and general journal. Each account page is headed with the account number and title. Each transaction posted reflects the date, the journal reference in the folio column, and a new balance recorded in the balance column. After all transactions for the month are posted, a new trial balance is prepared to assure that the general ledger is in balance. The general ledger accounts are shown on pages 10 - 29 through 10 - 39.

### FINANCIAL STATEMENTS

The following financial statements are prepared from the trial balance:

|  | <u>Page</u>    |
|--|----------------|
| 051-1 Quarterly Operating Statement  | <u>10 - 41</u> |
| 051-2 Administration Balance Sheet   | <u>10 - 42</u> |
| 051-3 Supporting Schedule  | <u>10 - 43</u> |
| 051-4 Report of Tenants Accounts Receivable  | <u>10 - 44</u> |
| 051-5 Calculation of Operating Subsidy Earned<br>and Calculation of Estimated Interim or<br>Year-End Operating Reserve Balance | <u>10 - 45</u> |

### IMPORTANT NOTES:

#### 051-1 - QUARTERLY OPERATING STATEMENT

- 1) The Approved Budget per columns 1 & 2 are always the full year amount (no longer broken down by quarters).

IMPORTANT NOTES: (Continued)

051-1 - QUARTERLY OPERATING STATEMENT - (Continued)

- 2) Operating Subsidy Earned reported on line 40, column 4 must be computed per line 11, column 1 of the 051-5. (This is no longer the 7300 cash received).

051-2 - ADMINISTRATION BALANCE SHEET

- 1) The inventory Account 1400.4 includes \$2,500.00 of inventory items originally purchased during the Development period. The 2400 account always represents only the inventory purchased during management.

051-5 - CALCULATION OF OPERATING SUBSIDY EARNED AND  
CALCULATION OF ESTIMATED INTERIM OR YEAR-END  
OPERATING RESERVE BALANCE

This form has two important functions as follows:

Section 1

To compute the Operating Subsidy Earned (as opposed to operating subsidy received in cash) per line 11. As noted above, line 11 of the 051-5 is brought over to line 40 of the 051-1 in each of the four quarters of the fiscal year.

The operating subsidy received in cash and credited to Account 7300 is shown on line 12.

The difference between operating subsidy cash received and operating subsidy earned is adjusted per line 13 or 14 each quarter. During the first three quarters no journal entry has to be made. The 2291 account (see Section 6C) is for financial statement purposes only.

At year end a journal entry is formally recorded adjusting the Account 7300 amount and debiting Account 1125 or crediting Account 2118 appropriately.

Section II

The 051-5 Section II reflects the operating reserve balance for each of the three interim quarters and for the year end. See Section 20 for a further description of the operating reserve.



### CLOSING ENTRIES

At the end of the fiscal year, Enfield Housing Authority will need to calculate the operating subsidy earned per Form 051-5, Section I, Calculation of Operating Subsidy Earned. The Authority must then make the appropriate adjusting entry to the 7300 Operating Subsidy Earned Account prior to the closing entry. (For certain Chapter 200 projects the LHA must adjust Accounts 2552 and 2553 at fiscal year-end.)

Closing entries should be prepared and posted following the preparation of the operating statement. They should be recorded as follows:

|    |             |                                 |
|----|-------------|---------------------------------|
| 1) | Debit 3000  | Operating Income Accounts       |
|    | Debit 7300  | Operating Subsidy Earned        |
|    | Debit 7530  | Receipts from Sale of Equipment |
|    | Credit 4000 | Expense Accounts                |
|    | Credit 6210 | Prior Year & Other Adjustments  |
|    | Credit 6510 | Extraordinary Maintenance       |
|    | Credit 6580 | Collection Loss                 |
|    | Credit 7520 | Replacement of Equipment        |
|    | Credit 7540 | Betterments and Additions       |
|    | Credit 2700 | Net Income                      |

To close income, expense, and subsidy accounts into net income for for the fiscal year ended \_\_\_\_\_.

NOTE: Accounts 6210, 6580 and 2700 should be debited in the closing entry if the account balance in the before closing trial balance is a credit balance.

|    |             |                   |
|----|-------------|-------------------|
| 2) | Debit 2700  | Net Income        |
|    | Credit 2590 | Operating Reserve |

To close net income to the operating reserve.

or

|             |                   |
|-------------|-------------------|
| Debit 2590  | Operating Reserve |
| Credit 2700 | Net Income        |

To close net deficit to operating reserve.

The trial balance, posted general accounts, 6-30-87 operating budget, and 9-30-86 financial statements for Enfield Housing Authority are illustrated on pages 10 - 28 to 10 - 45.

ENFIELD HOUSING AUTHORITY

TRIAL BALANCE

AUGUST 31, 1986

| Account<br>Number | Name  | Debit    | Credit   |
|-------------------|---|----------|----------|
| 1112              | Administration Fund Cash  | 25,680.  |          |
| 1117              | Petty Cash  | 50.      |          |
| 1122.1            | Accounts Receivable - EOCB Subsidy<br>Shelter Rent              | 58.      |          |
| 1122.2            | Accounts Receivable - Tenants                                   | 80.      |          |
| 1162.1            | Investments   | 7,471.   |          |
| 1211              | Prepaid Insurance   | 1,397.   |          |
| 1400.2            | Development Cost Control Account                                | 890,000. |          |
| 1400.3            | Development Cost Liquidation                                    |          | 240,000. |
| 1400.4            | Inventory of Furniture & Equipment                              | 7,530.   |          |
| 1400.5            | Development Cost Inventory of<br>Furniture & Equipment - Contra |          | 2,500.   |
| 2114              | Tenants Security Deposits                                       |          | 3,700.   |
| 2121              | Grants Issued   |          | 650,000. |
| 2400              | Valuation of Fixed Assets                                       |          | 5,030.   |
| 2590              | Operating Reserve   |          | 32,930.  |
| 3110              | Shelter Rent - Tenant   |          | 14,395.  |
| 3610              | Interest on Investments   |          | 239.     |
| 3690              | Other Operating Receipts  |          | 75.      |
| 4110              | Administrative Salaries   | 2,840.   |          |
| 4150              | Travel & Related Expense  | 16.      |          |
| 4170              | Accounting Services   | 250.     |          |
| 4190              | Administrative Other  | 390.     |          |
| 4320              | Electricity   | 1,495.   |          |
| 4360              | Energy Conservation   | 250.     |          |
| 4410              | Maintenance Labor   | 3,154.   |          |
| 4420              | Materials & Supplies  | 295.     |          |
| 4430              | Contract Costs  | 375.     |          |
| 4540              | Employee Benefits   | 15.      |          |
| 7300              | Operating Subsidy Received/Earned                               | 7,523.   |          |
|                   | TOTALS  | 948,869. | 948,869. |

GENERAL LEDGER

Sheet No. \_\_\_\_\_

Account No. 1112

ACCOUNT NAME

ADMINISTRATION CASH

| Date<br>1986 | ITEMS   | FOLIO | DEBITS    | CREDITS   | Dr.<br>or<br>Cr. | BALANCE   |
|--------------|---------|-------|-----------|-----------|------------------|-----------|
| 8 31         | BALANCE |       |           |           |                  | 25,680.00 |
| 9 30         |         | CR 1  | 40,132.00 |           |                  | 65,812.00 |
| 9 30         |         | CD 1  |           | 58,617.00 |                  | 7,195.00  |

Sheet No. \_\_\_\_\_

Account No. 1117

ACCOUNT NAME

PETTY CASH

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|-------|--------|---------|------------------|---------|
| 8 31         | BALANCE |       |        |         |                  | 50.00   |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 1122.1

ACCOUNT NAME

ACCOUNTS RECEIVBLE - TENANTS ACCOUNTS 667-1

| DATE<br>1986 | Due   | Prepaid | ITEMS | FOLIO  | DEBITS   | CREDITS  | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|-------|---------|-------|--------|----------|----------|------------------|----------|
| 8 31         | 70.00 | 12.00   |       |        |          |          |                  | 58.00    |
| 9 30         |       |         |       | J86-9  | 5,103.00 |          |                  | 5,161.00 |
| 9 30         |       |         |       | CR 1   |          | 5,042.00 |                  | 119.00   |
| 9 30         | 61.00 | 12.00   |       | J86-12 |          | 70.00    |                  | 49.00    |

Sheet No. \_\_\_\_\_

Account No. 1122.2

ACCOUNT NAME

ACCOUNTS RECEIVABLE - TENANTS ACCOUNTS 667-2

| DATE<br>1986 | Due    | Prepaid | ITEMS | FOLIO  | DEBITS   | CREDITS  | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|--------|---------|-------|--------|----------|----------|------------------|----------|
| 8 31         | 80.00  | - 0 -   |       |        |          |          |                  | 80.00    |
| 9 30         |        |         |       | J86-9  | 2,870.00 |          |                  | 2,950.00 |
| 9 30         |        |         |       | CR 1   |          | 2,740.00 |                  | 210.00   |
| 9 30         | 130.00 | - 0 -   |       | J86-12 |          | 80.00    |                  | 130.00   |



Sheet No. \_\_\_\_\_

Account No. 1162.1

## ACCOUNT NAME INVESTMENTS - MONEY MARKET ACCOUNT ABC BANK 123-456-78

| Date<br>1986 | ITEMS   | FOLIO  | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|--------|--------|---------|------------------|----------|
| 8 31         | BALANCE |        |        |         |                  | 7,471.00 |
| 9 30         |         | J86-10 | 53.00  |         |                  | 7,524.00 |
|              |         |        |        |         |                  |          |
|              |         |        |        |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 1162.2

## ACCOUNT NAME INVESTMENTS - U.S. TREASURY BILLS

| DATE<br>1986 | ITEMS           | FOLIO | DEBITS   | CREDITS  | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|-----------------|-------|----------|----------|------------------|----------|
| 9 30         | Due 9/10/86     | CD 1  | 9,950.00 |          |                  | 9,950.00 |
| 9 30         | Matured 9/10/86 | CR 1  |          | 9,950.00 |                  | - 0 -    |
| 9 30         | 10/2/86         | CD 1  | 9,890.00 |          |                  | 9,890.00 |
|              |                 |       |          |          |                  |          |

Sheet No. \_\_\_\_\_

Account No. 1211

## ACCOUNT NAME PREPAID INSURANCE

| DATE<br>1986 | ITEMS   | FOLIO  | DEBITS   | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|--------|----------|---------|------------------|----------|
| 8 31         | BALANCE |        |          |         |                  | 1,397.00 |
| 9 30         |         | CD 1   | 975.00   |         |                  | 2,372.00 |
| 9 30         |         | CD 1   | 2,000.00 |         |                  | 4,372.00 |
| 9 30         |         | J86-11 |          | 935.00  |                  | 3,437.00 |

Sheet No. \_\_\_\_\_

Account No. 1290.1

## ACCOUNT NAME DEFERRED CHARGES - OTHER - PREPAID RETIREMENT

| DATE<br>1986 | ITEMS            | FOLIO  | DEBITS   | CREDITS  | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|------------------|--------|----------|----------|------------------|----------|
| 9 30         | 7/1/86 - 6/30/87 | CD 1   | 6,000.00 |          |                  | 6,000.00 |
| 9 30         |                  | J86-11 |          | 1,500.00 |                  | 4,500.00 |
|              |                  |        |          |          |                  |          |
|              |                  |        |          |          |                  |          |

Sheet No. \_\_\_\_\_

Account No. 1400.2

## ACCOUNT NAME

## DEVELOPMENT COST

| Date<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE    |
|--------------|---------|-------|--------|---------|------------------|------------|
| 8 31         | BALANCE |       |        |         |                  | 890,000.00 |
|              |         |       |        |         |                  |            |
|              |         |       |        |         |                  |            |
|              |         |       |        |         |                  |            |

Sheet No. \_\_\_\_\_

Account No. 1400.3

## ACCOUNT NAME

## DEVELOPMENT COST LIQUIDATION

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDIT | Dr.<br>or<br>Cr. | BALANCE      |
|--------------|---------|-------|--------|--------|------------------|--------------|
| 8 31         | BALANCE |       |        |        | Cr.              | (240,000.00) |
|              |         |       |        |        |                  |              |
|              |         |       |        |        |                  |              |
|              |         |       |        |        |                  |              |

Sheet No. \_\_\_\_\_

Account No. 1400.4

## ACCOUNT NAME

## INVENTORY OF FURNITURE &amp; EQUIPMENT - CONTROL

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS    | CREDITS | Dr.<br>or<br>Cr. | BALANCE   |
|--------------|---------|-------|-----------|---------|------------------|-----------|
| 8 31         | BALANCE |       |           |         |                  | 7,530.00  |
| 9 30         |         | CD 1  | 12,300.00 |         |                  | 19,830.00 |
|              |         |       |           |         |                  |           |
|              |         |       |           |         |                  |           |

Sheet No. \_\_\_\_\_

Account No. 1475.1

## ACCOUNT NAME

## SUBSIDIARY - OFFICE FURNITURE &amp; EQUIPMENT

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|-------|--------|---------|------------------|----------|
| 8 31         | BALANCE |       |        |         |                  | 1,750.00 |
|              |         |       |        |         |                  |          |
|              |         |       |        |         |                  |          |
|              |         |       |        |         |                  |          |



Sheet No. \_\_\_\_\_

Account No. 1475.2

## ACCOUNT NAME

## SUBSIDIARY - MAINTENANCE EQUIPMENT

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|-------|--------|---------|------------------|----------|
| 8 31         | BALANCE |       |        |         |                  | 5,780.00 |
|              |         |       |        |         |                  |          |
|              |         |       |        |         |                  |          |
|              |         |       |        |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 1475.7

## ACCOUNT NAME

## SUBSIDIARY - AUTOMOTIVE EQUIPMENT

| Date<br>1986 | ITEMS | FOLIO | DEBITS    | CREDITS | Dr.<br>or<br>Cr. | BALANCE   |
|--------------|-------|-------|-----------|---------|------------------|-----------|
| 9 30         |       | CD 1  | 12,300.00 |         |                  | 12,300.00 |
|              |       |       |           |         |                  |           |
|              |       |       |           |         |                  |           |
|              |       |       |           |         |                  |           |

Sheet No. \_\_\_\_\_

Account No. 1400.5

## ACCOUNT NAME

## DEVELOPMENT COST INVENTORY OF FURNITURE &amp; EQUIPMENT

| Date<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE    |
|--------------|---------|-------|--------|---------|------------------|------------|
| 8 31         | BALANCE |       |        |         | Cr.              | (2,500.00) |
|              |         |       |        |         |                  |            |
|              |         |       |        |         |                  |            |
|              |         |       |        |         |                  |            |

Sheet No. \_\_\_\_\_

Account No. 2114

## ACCOUNT NAME

## TENANTS SECURITY DEPOSITS

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|-------|--------|---------|------------------|----------|
| 8 31         | BALANCE |       |        |         |                  | 3,700.00 |
| 9 30         |         | CR 1  |        | 50.00   |                  | 3,750.00 |
|              |         |       |        |         |                  |          |
|              |         |       |        |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 2117.1

## ACCOUNT NAME

## FEDERAL WITHHOLDING TAX

| DATE<br>1986 | ITEMS | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|-------|-------|--------|---------|------------------|---------|
| 9 30         |       | CD 1  | 772.00 | 772.00  |                  | - 0 -   |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 2117.2

## ACCOUNT NAME

## STATE WITHHOLDING TAX

| DATE<br>1986 | ITEMS | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|-------|-------|--------|---------|------------------|---------|
| 9 30         |       | CD 1  | 153.00 | 153.00  |                  | - 0 -   |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 2117.3

## ACCOUNT NAME

## RETIREMENT

| Date<br>1986 | ITEMS | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|-------|-------|--------|---------|------------------|---------|
| 9 30         |       | CD 1  | 158.00 | 158.00  |                  | - 0 -   |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 2117.4

## ACCOUNT NAME

## GROUP INSURANCE

| DATE<br>1986 | ITEMS | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|-------|-------|--------|---------|------------------|---------|
| 9 30         |       | CD 1  | 97.00  | 97.00   |                  | - 0 -   |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |
|              |       |       |        |         |                  |         |



Sheet No. \_\_\_\_\_

Account No. 2320

## ACCOUNT NAME

## GRANTS ISSUED

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE    |
|--------------|---------|-------|--------|---------|------------------|------------|
| 8 31         | BALANCE |       |        |         |                  | 650,000.00 |
|              |         |       |        |         |                  |            |
|              |         |       |        |         |                  |            |
|              |         |       |        |         |                  |            |

Sheet No. \_\_\_\_\_

Account No. 2400

## ACCOUNT NAME

## VALUATION OF FIXED ASSETS

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS   | Dr.<br>or<br>Cr. | BALANCE   |
|--------------|---------|-------|--------|-----------|------------------|-----------|
| 8 31         | BALANCE |       |        |           |                  | 5,030.00  |
| 9 30         |         | CD 1  |        | 12,300.00 |                  | 17,330.00 |
|              |         |       |        |           |                  |           |
|              |         |       |        |           |                  |           |

Sheet No. \_\_\_\_\_

Account No. 2590

## ACCOUNT NAME

## OPERATING RESERVE

| Date<br>1986 | ITEMS   | FOLIO  | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE   |
|--------------|---------|--------|--------|---------|------------------|-----------|
| 8 31         | BALANCE |        |        |         |                  | 32,930.00 |
| 9 30         |         | J86-11 |        | 900.00  |                  | 33,830.00 |
|              |         |        |        |         |                  |           |
|              |         |        |        |         |                  |           |

Sheet No. \_\_\_\_\_

Account No. 3110

## ACCOUNT NAME

## SHELTER RENT - TENANT

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS  | Dr.<br>or<br>Cr. | BALANCE   |
|--------------|---------|-------|--------|----------|------------------|-----------|
| 8 31         | BALANCE |       |        |          |                  | 14,395.00 |
| 9 30         |         | J86-9 |        | 7,973.00 |                  | 22,368.00 |
|              |         |       |        |          |                  |           |
|              |         |       |        |          |                  |           |

Sheet No. \_\_\_\_\_

Account No. 3610

| ACCOUNT NAME |         |        |        | INTEREST ON INVESTMENTS |                  |         |  |
|--------------|---------|--------|--------|-------------------------|------------------|---------|--|
| DATE<br>1986 | ITEMS   | FOLIO  | DEBITS | CREDITS                 | Dr.<br>or<br>Cr. | BALANCE |  |
| 8 31         | BALANCE |        |        |                         |                  | 239.00  |  |
| 9 30         |         | J86-10 |        | 53.00                   |                  | 292.00  |  |
| 9 30         |         | CR 1   |        | 50.00                   |                  | 342.00  |  |

Sheet No. \_\_\_\_\_

Account No. 3690

| ACCOUNT NAME |         |       |        | OTHER OPERATING RECEIPTS |                  |         |  |
|--------------|---------|-------|--------|--------------------------|------------------|---------|--|
| Date<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS                  | Dr.<br>or<br>Cr. | BALANCE |  |
| 8 31         | BALANCE |       |        |                          |                  | 75.00   |  |
| 9 30         |         | CR 1  |        | 300.00                   |                  | 375.00  |  |
|              |         |       |        |                          |                  |         |  |
|              |         |       |        |                          |                  |         |  |

Sheet No. \_\_\_\_\_

Account No. 4000

| ACCOUNT NAME |         |        |           | EXPENSE CONTROL |                  |           |  |
|--------------|---------|--------|-----------|-----------------|------------------|-----------|--|
| DATE<br>1986 | ITEMS   | FOLIO  | DEBITS    | CREDITS         | Dr.<br>or<br>Cr. | BALANCE   |  |
| 8 31         | BALANCE |        |           |                 |                  | 9,080.00  |  |
| 9 30         |         | CD 1   | 11,202.00 |                 |                  | 20,282.00 |  |
| 9 30         |         | J86-11 | 3,335.00  |                 |                  | 23,617.00 |  |
|              |         |        |           |                 |                  |           |  |
|              |         |        |           |                 |                  |           |  |

Sheet No. \_\_\_\_\_

Account No. 4110

| ACCOUNT NAME |         |       |          | ADMINISTRATIVE SALARIES |                  |          |  |
|--------------|---------|-------|----------|-------------------------|------------------|----------|--|
| DATE<br>1986 | ITEMS   | FOLIO | DEBITS   | CREDITS                 | Dr.<br>or<br>Cr. | BALANCE  |  |
| 8 31         | BALANCE |       |          |                         |                  | 2,840.00 |  |
| 9 30         |         | CD 1  | 1,400.00 |                         |                  | 4,240.00 |  |
|              |         |       |          |                         |                  |          |  |
|              |         |       |          |                         |                  |          |  |



Sheet No. \_\_\_\_\_

Account No. 4150

ACCOUNT NAME

TRAVEL & RELATED EXPENSE

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|-------|--------|---------|------------------|---------|
| 8 31         | BALANCE |       |        |         |                  | 16.00   |
| 9 30         |         | CD 1  | 400.00 |         |                  | 416.00  |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 4170

ACCOUNT NAME

ACCOUNTING FEES

| Date<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|-------|--------|---------|------------------|---------|
| 8 31         | BALANCE |       |        |         |                  | 250.00  |
| 9 30         |         | CD 1  | 125.00 |         |                  | 375.00  |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 4190

ACCOUNT NAME

ADMINISTRATIVE OTHER

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|-------|--------|---------|------------------|----------|
| 8 31         | BALANCE |       |        |         |                  | 390.00   |
| 9 30         |         | CD 1  | 790.00 |         |                  | 1,180.00 |
|              |         |       |        |         |                  |          |
|              |         |       |        |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 4320

ACCOUNT NAME

ELECTRICITY

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS   | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|-------|----------|---------|------------------|----------|
| 8 31         | BALANCE |       |          |         |                  | 1,495.00 |
| 9 30         |         | CD 1  | 2,830.00 |         |                  | 4,325.00 |
|              |         |       |          |         |                  |          |
|              |         |       |          |         |                  |          |



Sheet No. \_\_\_\_\_

Account No. 4340

## ACCOUNT NAME

## FUEL

| DATE<br>1986 | ITEMS | FOLIO | DEBITS   | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|-------|-------|----------|---------|------------------|----------|
| 9 30         |       | CD 1  | 2,000.00 |         |                  | 2,000.00 |
|              |       |       |          |         |                  |          |
|              |       |       |          |         |                  |          |
|              |       |       |          |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 4360

## ACCOUNT NAME

## ENERGY CONSERVATION

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|-------|--------|---------|------------------|---------|
| 8 31         | BALANCE |       |        |         |                  | 250.00  |
| 9 30         |         | CD 1  | 350.00 |         |                  | 600.00  |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 4410

## ACCOUNT NAME

## MAINTENANCE LABOR

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS   | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|-------|----------|---------|------------------|----------|
| 8 31         | BALANCE |       |          |         |                  | 3,154.00 |
| 9 30         |         | CD 1  | 1,587.00 |         |                  | 4,741.00 |
|              |         |       |          |         |                  |          |
|              |         |       |          |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 4420

## ACCOUNT NAME

## MATERIALS &amp; SUPPLIES

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|-------|--------|---------|------------------|---------|
| 8 31         | BALANCE |       |        |         |                  | 295.00  |
| 9 30         |         | CD 1  | 500.00 |         |                  | 795.00  |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 4430

## ACCOUNT NAME

## CONTRACT COSTS

| Date<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|-------|--------|---------|------------------|---------|
| 8 31         | BALANCE |       |        |         |                  | 375.00  |
| 9 30         |         | CD 1  | 320.00 |         |                  | 695.00  |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |
|              |         |       |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 4510

## ACCOUNT NAME

## INSURANCE

| DATE<br>1986 | ITEMS   | FOLIO  | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|---------|--------|--------|---------|------------------|---------|
| 9 30         | BALANCE | J86-11 | 935.00 |         |                  | 935.00  |
|              |         |        |        |         |                  |         |
|              |         |        |        |         |                  |         |
|              |         |        |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 4540

## ACCOUNT NAME

## EMPLOYEE BENEFITS

| DATE<br>1986 | ITEMS   | FOLIO  | DEBITS   | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|---------|--------|----------|---------|------------------|----------|
| 8 31         | BALANCE |        |          |         |                  | 15.00    |
| 9 30         |         | CD 1   | 900.00   |         |                  | 915.00   |
| 9 30         |         | J86-11 | 1,500.00 |         |                  | 2,415.00 |
|              |         |        |          |         |                  |          |
|              |         |        |          |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 4790

## ACCOUNT NAME

## PROVISION FOR OPERATING RESERVE

| DATE<br>1986 | ITEMS | FOLIO  | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|-------|--------|--------|---------|------------------|---------|
| 9 30         |       | J86-11 | 900.00 |         |                  | 900.00  |
|              |       |        |        |         |                  |         |
|              |       |        |        |         |                  |         |
|              |       |        |        |         |                  |         |



Sheet No. \_\_\_\_\_

Account No. 6510

## ACCOUNT NAME

## EXTRAORDINARY MAINTENANCE

| Date<br>1986 | ITEMS              | FOLIO | DEBITS   | CREDITS | Dr.<br>or<br>Cr. | BALANCE  |
|--------------|--------------------|-------|----------|---------|------------------|----------|
| 9 30         | EMERG. BOILER REP. | CD 1  | 6,300.00 |         |                  | 6,300.00 |
|              |                    |       |          |         |                  |          |
|              |                    |       |          |         |                  |          |
|              |                    |       |          |         |                  |          |

Sheet No. \_\_\_\_\_

Account No. 6580

## ACCOUNT NAME

## COLLECTION LOSS

| DATE<br>1986 | ITEMS | FOLIO  | DEBITS | CREDITS | Dr.<br>or<br>Cr. | BALANCE |
|--------------|-------|--------|--------|---------|------------------|---------|
| 9 30         |       | J86-12 | 150.00 |         |                  | 150.00  |
|              |       |        |        |         |                  |         |
|              |       |        |        |         |                  |         |
|              |       |        |        |         |                  |         |

Sheet No. \_\_\_\_\_

Account No. 7300

## ACCOUNT NAME

## OPERATING SUBSIDY RECEIVED/EARNED

| DATE<br>1986 | ITEMS   | FOLIO | DEBITS | CREDITS   | Dr.<br>or<br>Cr. | BALANCE    |
|--------------|---------|-------|--------|-----------|------------------|------------|
| 8 31         | BALANCE |       |        |           |                  | (7,523.00) |
| 9 30         |         | CR 1  |        | 22,000.00 |                  | 14,477.00  |
|              |         |       |        |           |                  |            |
|              |         |       |        |           |                  |            |

Sheet No. \_\_\_\_\_

Account No. 7540

## BETTERMENTS &amp; ADDITIONS

| DATE<br>1986 | ITEMS | FOLIO | DEBITS    | CREDITS | Cr. | BALANCE   |
|--------------|-------|-------|-----------|---------|-----|-----------|
| 9 30         | TRUCK | CD 1  | 12,300.00 |         |     | 12,300.00 |
|              |       |       |           |         |     |           |
|              |       |       |           |         |     |           |
|              |       |       |           |         |     |           |

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
ANNUAL OPERATING BUDGET

Page 1

LHA NAME ENFIELD

NO. OF UNITS 75  
UNIT MONTHS 900Original ☒ x  
Revision No.FISCAL YEAR ENDING 6/30/87  
DEVELOPMENT NO. 667-C

| Line No. | ACCOUNT NUMBER | CLASSIFICATION                                      | (1)                              | (2)         | (3)       | (4)               | (5)    |
|----------|----------------|---|----------------------------------|-------------|-----------|-------------------|--------|
|          |                |   | CURRENT YEAR APPROVED BUDGET PUM | LHA REQUEST |           | EOCD MODIFICATION |        |
|          |                |   |                                  | PUM         | AMOUNT    | PUM               | AMOUNT |
|          |                | OPERATING RECEIPTS                                  |                                  |             |           |                   |        |
| 1        | 3110           | Shelter Rent - Tenant                               | 97.68                            | 101.67      | 91,500.   |                   |        |
| 2        | 3115           | Shelter Rent - Federal Section 8                    |                                  |             |           |                   |        |
| 3        | 3116           | Shelter Rent - EOCD Section 8                       |                                  |             |           |                   |        |
| 4        | 3120           | Utility Charges to Tenants                          |                                  |             |           |                   |        |
| 5        | 3190           | Nondwelling Rentals                                 |                                  |             |           |                   |        |
| 6        | 3610           | Interest on Investments                             | 2.27                             | 2.51        | 2,262.    |                   |        |
| 7        | 3690           | Other Operating Receipts                            | 1.08                             | 1.08        | 975.      |                   |        |
| 8        | 3000           | TOTAL OPERATING RECEIPTS                            | 101.03                           | 105.26      | 94,737.   |                   |        |
|          |                | NON UTILITY EXPENDITURES                            |                                  |             |           |                   |        |
| 9        | 4110           | Administrative Salaries                             | 8.46                             | 19.57       | 17,616.   |                   |        |
| 10       | 4130           | Legal   | .38                              | .38         | 350.      |                   |        |
| 11       | 4140           | Members Compensation                                |                                  |             |           |                   |        |
| 12       | 4150           | Travel & Related Expense                            | .27                              | .33         | 300.      |                   |        |
| 13       | 4170           | Accounting Services                                 | 1.66                             | 1.66        | 1,500.    |                   |        |
| 14       | 4190           | Administrative Other                                | 3.05                             | 3.20        | 2,880.    |                   |        |
| 15       | 4100           | TOTAL ADMINISTRATIVE                                | 3.82                             | 25.16       | 22,646.   |                   |        |
| 16       | 4230           | TENANT ORGANIZATION                                 | .25                              | .25         | 225.      |                   |        |
| 17       | 4410           | Maintenance Labor                                   | 8.68                             | 20.76       | 18,688.   |                   |        |
| 18       | 4420           | Materials & Supplies                                | 6.92                             | 7.11        | 6,400.    |                   |        |
| 19       | 4430           | Contract Costs                                      | 6.90                             | 7.11        | 6,400.    |                   |        |
| 20       | 4400           | TOTAL MAINTENANCE                                   | 2.50                             | 34.98       | 31,488.   |                   |        |
| 21       | 4510           | Insurance   | 4.49                             | 4.53        | 4,080.    |                   |        |
| 22       | 4520           | Payment in Lieu of Taxes                            |                                  |             |           |                   |        |
| 23       | 4540           | Employee Benefits                                   | 10.01                            | 10.67       | 9,608.    |                   |        |
| 24       | 4500           | TOTAL GENERAL                                       | 14.50                            | 15.20       | 13,688.   |                   |        |
| 25       | 4790           | Provision for Operating Reserve                     | 4.00                             | 4.00        | 3,600.    |                   |        |
| 26       | 4799           | Provision for Capital Reserve                       |                                  |             |           |                   |        |
| 27       | 4700           | TOTAL RESERVES                                      | 4.00                             | 4.00        | 3,600.    |                   |        |
| 28       | 4800           | EOCD Directed Costs                                 |                                  |             |           |                   |        |
| 29       | 4900           | Debt Service (Section 8 ONLY)                       |                                  |             |           |                   |        |
| 30       |                | TOTAL NON-UTILITY COSTS                             | 75.07                            | 79.61       | 71,647.   |                   |        |
|          |                | UTILITIES:  |                                  |             |           |                   |        |
| 31       | 4310           | Water & Sewer                                       | 10.51                            | 10.89       | 9,800.    |                   |        |
| 32       | 4320           | Electricity   | 22.35                            | 23.22       | 20,900.   |                   |        |
| 33       | 4330           | Gas   |                                  |             |           |                   |        |
| 34       | 4340           | Fuel  | 35.37                            | 35.78       | 32,200.   |                   |        |
| 35       | 4360           | Energy Conservation                                 |                                  | 4.44        | 4,000.    |                   |        |
| 36       | 4390           | Other   |                                  |             |           |                   |        |
| 37       | 4300           | TOTAL UTILITIES                                     | 68.23                            | 74.33       | 66,900.   |                   |        |
| 38       | 4000           | TOTAL OPERATING EXPENDITURES                        | 142.80                           | 153.94      | 138,547.  |                   |        |
| 39       |                | NET INCOME (DEFICIT) BEFORE SUBSIDY                 | (41.77)                          | (48.68)     | (43,810.) |                   |        |
| 40       | 7300           | Operating Subsidy Received/Earned                   | (41.77)                          | (48.68)     | 43,810.   |                   |        |
| 41       |                | NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES | - 0 -                            | - 0 -       | - 0 -     |                   |        |
|          |                | NONROUTINE EXPENDITURES & (CREDITS)                 |                                  |             |           |                   |        |
| 42       | 6210           | Prior Year & Other Adj. Dr. (Cr.)                   |                                  |             |           |                   |        |
| 43       | 6510           | Extraordinary Maintenance                           | 2.22                             | 1.66        | 1,500.    |                   |        |
| 44       | 6580           | Collection Loss                                     |                                  | .16         | 150.      |                   |        |
| 45       | 7520           | Replacement of Equipment                            | 2.77                             |             |           |                   |        |
| 46       | 7530           | Receipts from Sale of Equipment                     |                                  |             |           |                   |        |
| 47       | 7540           | Betterments & Additions                             |                                  | 13.66       | 12,300.   |                   |        |
| 48       |                | TOTAL NONROUTINE (SCHEDULE V)                       | (4.99)                           | 15.48       | 13,950.   |                   |        |
| 49       | 2700           | NET INCOME (DEFICIT)                                | (4.99)                           | (15.48)     | (13,950.) |                   |        |



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
QUARTERLY OPERATING STATEMENT

LHA NAME ENFIELD PERIOD REPORTED 7/1/86 TO 9/30/86  
 FISCAL YEAR ENDING JUNE 30, 1987 PROGRAM NO. 667-C No. of Units 75  
 Quarters Covered: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Other  
 Unit Months 225 ☐ 1 thru 3 ☐ 1 thru 4

| LINE NO.                              | ACCOUNT NUMBER | CLASSIFICATION                                      | APPROVED BUDGET |         | ACTUAL TO DATE |             |
|---------------------------------------|----------------|---|-----------------|---------|----------------|-------------|
|                                       |                |   | ANNUAL AMOUNT   | PUM     | PUM            | AMOUNT      |
| 1                                     | 3110           | Shelter Rent - Tenant                               | 91,500.         | 101.67  | 99.41          | 22,368.00   |
| 2                                     | 3115           | Shelter Rent - Federal Section 8                    |                 |         |                |             |
| 3                                     | 3116           | Shelter Rent - EOCB Section 8                       |                 |         |                |             |
| 4                                     | 3120           | Utility Charges to Tenants                          |                 |         |                |             |
| 5                                     | 3190           | Nondwelling Rentals                                 |                 |         |                |             |
| 6                                     | 3610           | Interest on Investments                             | 2,262.          | 2.51    | 1.52           | 342.00      |
| 7                                     | 3690           | Other Operating Receipts                            | 975.            | 1.08    | 1.67           | 375.00      |
| 8                                     | 3000           | TOTAL OPERATING RECEIPTS                            | 94,737.         | 105.26  | 102.60         | 23,085.00   |
| NON UTILITY EXPENDITURES              |                |   |                 |         |                |             |
| 9                                     | 4110           | Administrative Salaries                             | 17,616.         | 19.57   | 18.84          | 4,240.00    |
| 10                                    | 4130           | Legal   | 350.            | .38     |                |             |
| 11                                    | 4140           | Members Compensation                                |                 |         |                |             |
| 12                                    | 4150           | Travel & Related Expense                            | 300.            | .33     | 1.85           | 416.00      |
| 13                                    | 4170           | Accounting Services                                 | 1,500.          | 1.66    | 1.67           | 375.00      |
| 14                                    | 4190           | Administrative Other                                | 2,880.          | 3.20    | 5.24           | 1,180.00    |
| 15                                    | 4100           | TOTAL ADMINISTRATIVE                                | 22,646.         | 25.16   | 27.60          | 6,211.00    |
| 16                                    | 4230           | TENANT ORGANIZATION                                 | 225.            | .25     |                |             |
| 17                                    | 4410           | Maintenance Labor                                   | 18,688.         | 20.76   | 21.07          | 4,741.00    |
| 18                                    | 4420           | Materials & Supplies                                | 6,400.          | 7.11    | 3.53           | 795.00      |
| 19                                    | 4430           | Contract Costs                                      | 6,400.          | 7.11    | 3.09           | 695.00      |
| 20                                    | 4400           | TOTAL MAINTENANCE                                   | 31,488.         | 34.98   | 27.69          | 6,231.00    |
| 21                                    | 4510           | Insurance   | 4,080.          | 4.53    | 4.16           | 935.00      |
| 22                                    | 4520           | Payment in Lieu of Taxes                            |                 |         |                |             |
| 23                                    | 4540           | Employee Benefits                                   | 9,608.          | 10.67   | 10.73          | 2,415.00    |
| 24                                    | 4500           | TOTAL GENERAL                                       | 13,688.         | 15.20   | 14.89          | 3,350.00    |
| 25                                    | 4790           | Provision for Operating Reserve                     | 3,600.          | 4.00    | 4.00           | 900.00      |
| 26                                    | 4799           | Provision for Capital Reserve                       |                 |         |                |             |
| 27                                    | 4700           | TOTAL RESERVES                                      | 3,600.          | 4.00    | 4.00           | 900.00      |
| 28                                    | 4800           | EOCD Directed Costs                                 |                 |         |                |             |
| 29                                    | 4900           | Debt Service (Section 8 ONLY)                       |                 |         |                |             |
| 30                                    |                | TOTAL NON-UTILITY COSTS                             | 71,647.         | 79.61   | 74.18          | 16,692.00   |
| UTILITIES:                            |                |   |                 |         |                |             |
| 31                                    | 4310           | Water & Sewer                                       | 9,800.          | 10.89   |                |             |
| 32                                    | 4320           | Electricity   | 20,900.         | 23.22   | 19.22          | 4,325.00    |
| 33                                    | 4330           | Gas   |                 |         |                |             |
| 34                                    | 4340           | Fuel  | 32,200.         | 35.78   | 8.89           | 2,000.00    |
| 35                                    | 4360           | Energy Conservation                                 | 4,000.          | 4.44    | 2.67           | 600.00      |
| 36                                    | 4390           | Other   |                 |         |                |             |
| 37                                    | 4300           | TOTAL UTILITIES                                     | 66,900.         | 74.33   | 30.78          | 6,925.00    |
| 38                                    | 4000           | TOTAL OPERATING EXPENDITURES                        | 138,547.        | 153.94  | 104.96         | 23,617.00   |
| 39                                    |                | NET INCOME (DEFICIT) BEFORE SUBSIDY                 | (43,810.)       | (48.68) | (2.36)         | (532.00)    |
| 40                                    | 7300           | Operating Subsidy Earned - Line 11 051-5            | 43,810.         | 48.68   | 7.79           | 1,752.00    |
| 41                                    |                | NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES | - 0 -           | - 0 -   | 5.42           | 1,220.00    |
| NONROUTINE EXPENDITURES AND (CREDITS) |                |   |                 |         |                |             |
| 42                                    | 6210           | Prior Year & Other Adj. Debit (Credit)              |                 |         |                |             |
| 43                                    | 6510           | Extraordinary Maintenance                           | 1,500.          | 1.66    | 28.00          | 6,300.00    |
| 44                                    | 6580           | Collection Loss                                     | 150.            | .16     | .67            | 150.00      |
| 45                                    | 7520           | Replacement of Equipment                            |                 |         |                |             |
| 46                                    | 7530           | Receipts from Sale of Equipment                     |                 |         |                |             |
| 47                                    | 7540           | Betterments & Additions                             | 12,300.         | 13.66   | 54.67          | 12,300.00   |
| 48                                    |                | TOTAL NONROUTINE (SCHEDULE V)                       | 13,950.         | 15.48   | 83.34          | 18,750.00   |
| 49                                    | 2700           | NET INCOME (DEFICIT)                                | (13,950.)       | (15.48) | (77.91)        | (17,530.00) |



EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
ADMINISTRATION BALANCE SHEET

ENFIELD      Housing Authority

9/30/86 Period Ended

667-C Program Number

## ASSETS

## ACCOUNT NUMBER

CASH

|      |                       |          |          |
|------|-----------------------|----------|----------|
| 1112 | Administration Fund   | 7,195.00 |          |
| 1114 | Security Deposit Fund |          |          |
| 1117 | Petty Cash            | 50.00    | 7,245.00 |

## ACCOUNTS RECEIVABLE

|      |   |        |
|------|---|--------|
| 1121 | Federal and EOCD - Section 8 Subsidy - Shelter Rent |        |
| 1122 | Tenants Accounts Receivable                         | 191.00 |
| 1125 | EOCD Subsidy  |        |
| 1129 | Other   | 191.00 |

## ADVANCES

|      |                         |  |
|------|-------------------------|--|
| 1155 | Revolving Fund Advances |  |
|------|-------------------------|--|

## INVESTMENTS

|      |                           |           |
|------|---------------------------|-----------|
| 1162 | Investments (Schedule II) | 17,414.00 |
|------|---------------------------|-----------|

## FISCAL AGENT FUNDS

|      |  |
|------|--|
| 1171 | Debt Service Fund (Schedule I)                     |
| 1172 | Debt Service Trust Fund - Cash (Schedule I)        |
| 1173 | Debt Service Trust Fund - Investments (Schedule I) |
| 1176 | Debt Service Subsidy (Schedule VI)                 |

### DEFERRED CHARGES

|      |                            |          |          |
|------|----------------------------|----------|----------|
| 1211 | Prepaid Insurance          | 3,437.00 |          |
| 1212 | Inventory - Materials/Fuel |          |          |
| 1290 | Other (Schedule III)       | 4,500.00 | 7,937.00 |

## DEVELOPMENT COST

|        |                               |              |            |
|--------|-------------------------------|--------------|------------|
| 1400.2 | Development Cost              | 890,000.00   |            |
| 1400.3 | (Less: Dev. Cost Liquidation) | (240,000.00) | 650,000.00 |

|        |   |            |           |
|--------|---|------------|-----------|
| 1400.4 | Inventory of Furniture & Equipment                      | 19,830.00  |           |
| 1400.5 | Dev. Cost Inventory of Furniture & Equipment - Contra ( | 2,500.00 ) | 17,330.00 |
|        | (Date of Last Physical Inventory 6/30/86 )              |            |           |

|        |                              |
|--------|------------------------------|
| 1400.6 | Completed Modernization Cost |
| 1690   | Undistributed Debits         |

|              |            |
|--------------|------------|
| TOTAL ASSETS | 700,117.00 |
|--------------|------------|

## LIABILITIES AND SURPLUS

### ACCOUNTS PAYABLE

|      |   |          |
|------|---|----------|
| 2111 | Accounts Payable - other (Schedule IV)      |          |
| 2112 | Contract Retentions                         |          |
| 2114 | Tenants Security Deposits                   | 3,750.00 |
| 2117 | Employee's Payroll Deductions               |          |
| 2118 | Accounts Payable - EOCD Subsidy Overpayment |          |
| 2119 | Accounts Payable - Revolving Fund           | 3,750.00 |

ACCRUED LIABILITIES

|      |  |   |
|------|--|---|
| 2137 | Payments in Lieu of Taxes                    | . |
| 2139 | Accrued Liabilities - Other                  |   |
| 2140 | Matured Interest and Principal (Schedule VI) |   |

DEFERRED CREDITS

|      |                                |           |           |
|------|--------------------------------|-----------|-----------|
| 2210 | Prepaid Partial Payments - 707 |           |           |
| 2240 | Tenants Prepaid Rents          | 12.00     |           |
| 2290 | Undistributed Credits          |           |           |
| 2291 | Deferred Subsidy               | 12,725.00 |           |
| 2292 | Deferred Credits - Other       |           | 12,737.00 |

FIXED LIABILITIES

|      |  |            |
|------|--|------------|
| 2320 | Grants Issued                              | 650,000.00 |
| 2321 | Bonds Issued                               |            |
| 2323 | (Less: Bonds Retired)                      |            |
| 2324 | Cumulative EOCB Modernization Contribution |            |
| 2325 | Notes Issued                               |            |
| 2326 | (Less: Notes Retired)                      | 650,000.00 |

## SURPLUS

|      |                           |             |           |
|------|---------------------------|-------------|-----------|
| 2400 | Valuation of Fixed Assets | 17,330.00   |           |
| 2460 | Gifts and Donations       |             |           |
| 2550 | Debt Service Reserve      |             |           |
| 2551 | Unamortized Bond Premium  |             |           |
| 2552 | Debt Service Requirement  |             |           |
| 2553 | Debt Service Contribution |             |           |
| 2560 | Capital Reserve           |             |           |
| 2590 | Operating Reserve         | 33,830.00   |           |
| 2700 | Net Income (Deficit)      | (17,530.00) | 16,300.00 |
|      |                           |             | 33,630.00 |

|                               |            |
|-------------------------------|------------|
| TOTAL LIABILITIES AND SURPLUS | 700,117.00 |
|-------------------------------|------------|

ENFIELD

Housing Authority

Program No. 667-C

## SCHEDULE I

| PROJECT                 | ACCOUNT 1171<br>DEBT SERVICE FUNDS |      | ACCOUNT 1172<br>DEBT SERVICE TRUST<br>FUND - CASH | ACCOUNT 1173<br>DEBT SERVICE TRUST<br>FUND - INVESTMENTS |
|-------------------------|------------------------------------|------|---|--|
| 667-C                   |                                    | NONE |   |  |
|                         |                                    |      |   |  |
|                         |                                    |      |   |  |
|                         |                                    |      |   |  |
| TOTAL PER BALANCE SHEET |                                    |      |   |  |

SCHEDULE II  
INVESTMENTS - ACCOUNT 1162

| BANK                    | TYPE        | DUE DATE | AMOUNT INVESTED | MATURITY VALUE |
|-------------------------|-------------|----------|-----------------|----------------|
| ABC BANK                | MONEY MARK. | NONE     | 7,524.00        |                |
| ABC BANK                | U.S.T.B.    | 10/2/86  | 9,890.00        |                |
|                         |             |          |                 |                |
|                         |             |          |                 |                |
|                         |             |          |                 |                |
| TOTAL PER BALANCE SHEET |             |          | 17,414.00       |                |

SCHEDULE III  
DEFERRED CHARGES OTHER ACCOUNT 1290

| ITEM                    | AMOUNT   |
|-------------------------|----------|
| PREPAID RETIREMENT      | 4,500.00 |
|                         |          |
|                         |          |
| TOTAL PER BALANCE SHEET | 4,500.00 |

SCHEDULE IV  
ACCOUNTS PAYABLE - OTHER ACCOUNT 2111

| ITEM                    | AMOUNT |
|-------------------------|--------|
| NONE                    |        |
|                         |        |
|                         |        |
| TOTAL PER BALANCE SHEET |        |

SCHEDULE V  
\* SCHEDULE OF NONROUTINE EXPENDITURES

| PRIOR YEAR & OTHER ADJUSTMENTS DEBIT (CREDIT) - ACCT. 6210 | AMOUNT    |
|--|-----------|
| NONE   |           |
|  |           |
| TOTAL - Account 6210                                       |           |
| EXTRAORDINARY MAINTENANCE - ACCOUNT 6510                   |           |
| EMERGENCY BOILER REPAIRS                                   | 6,300.00  |
|  |           |
| TOTAL - Account 6510                                       | 6,300.00  |
| REPLACEMENT OF NONEXPENDABLE EQUIPMENT - ACCT. 7520        |           |
| NONE   |           |
|  |           |
| TOTAL - Account 7520                                       |           |
| PROPERTY BETTERMENTS AND ADDITIONS - ACCT. 7540            |           |
| TRUCK  | 12,300.00 |
|  |           |
| TOTAL - Account 7540                                       | 12,300.00 |

\* TOTAL AMOUNTS SHOULD AGREE WITH PAGE 051-1 (ATTACH SCHEDULE IF NEEDED)

## SCHEDULE VI

| PROJECT# | MATURED INTEREST<br>AND PRINCIPAL<br>ACCOUNT 2140 |      | A/R DEBT SERVICE<br>SUBSIDY<br>ACCOUNT 1176 | DEBT SERVICE<br>CONTRIBUTION<br>ACCOUNT 2553 |
|----------|---|------|---|--|
| 667-C    |   | NONE |   |  |
|          |   |      |   |  |
|          |   |      |   |  |
| BALANCE  |   |      |   |  |



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
REPORT OF TENANTS ACCOUNTS RECEIVABLE  
ENFIELD HOUSING AUTHORITY

QUARTER ENDED 9/30/86

Program/Development Number 667-C No. of Dwelling Units 75

A. No. of Tenants in Possession (Last Day of Current Quarter) 75

B. Total Charges to Tenants (Last Month of Current Quarter ) \$ 7,973.00

|                                       | END OF CURRENT QUARTER       |                            | LAST REPORT                  |                            |
|---------------------------------------|------------------------------|----------------------------|------------------------------|----------------------------|
| Accounts Receivable                   | Number of<br>Accounts<br>(1) | Aggregate<br>Amount<br>(2) | Number of<br>Accounts<br>(3) | Aggregate<br>Amount<br>(4) |
| 1. Tenants in Possession:             |                              |                            |                              |                            |
| (a) One Month or Less                 | <u>2</u>                     | <u>\$ 191.00</u>           | <u>-</u>                     | <u>\$ -</u>                |
| (b) Over One Month                    | <u>-</u>                     | <u>-</u>                   | <u>-</u>                     | <u>-</u>                   |
| (c) Sub-Total                         | <u>2</u>                     | <u>\$ 191.00</u>           | <u>-</u>                     | <u>\$ -</u>                |
| 2. Vacated Tenants' Account           | <u>-</u>                     | <u>-</u>                   | <u>2</u>                     | <u>150.00</u>              |
| 3. Total Tenants' Accounts Receivable | <u>2</u>                     | <u>\$ 191.00</u>           | <u>2</u>                     | <u>\$ 150.00</u>           |

4. Collection Loss (Account #6580)

|                                       |                  |
|---------------------------------------|------------------|
| (a) Charged to Loss this Period       | <u>\$ 150.00</u> |
| (b) Charged to Loss this Year to Date | <u>\$ 150.00</u> |

5. Percentage Analysis - Accounts Receivable of Tenants in Possession:

|   |             |
|---|-------------|
| (a) Percent of Accounts Delinquent Line 1 (c) column 1+ A                           | <u>2.67</u> |
| (b) Percent of Amount Delinquent to Total Current Charges<br>Line 1 (c) column 2+ B | <u>2.39</u> |

General Comments: (Explain any circumstances causing a worsening collection record and corrective measures being taken.)

J. SMITH, C.P.A.

Prepared By

FEE ACCOUNTANT

Name/Title

10/15/86

Date

I declare that all facts and information contained in this report (Form 051) are true, correct, and complete to the best of my knowledge and belief and that the above statement fairly and accurately represents the financial position of the development(s) for the period, in accordance with the provisions of Section 6A of Chapter 268 of the Massachusetts General Law.

Name

Chairperson or/Executive Director

Date

ENFIELD HOUSING AUTHORITY

PROGRAM NO. 667-C

CALCULATION OF OPERATING SUBSIDY EARNED AND CALCULATION  
OF ESTIMATED INTERIM OR YEAR-END OPERATING RESERVE BALANCE

Quarter(s) Covered: ☒ 1 ☐ 1 thru 2 ☐ 1 thru 3 ☐ 1 thru 4

Line  
No.

SECTION I - CALCULATION OF OPERATING SUBSIDY EARNED

|  |   | (1)       | (2)                  |
|--|---|-----------|----------------------|
|  |   | PER PHA   | EOCD<br>MODIFICATION |
| 1  | ANNUAL BUDGETED NON-UTILITY COST<br>(Line 30, Column 1, 051-1)  | 71,647.00 |                      |
| <u>Select the Applicable Quarter Below</u> |   |           |                      |
| 2  | First Quarter - Line 1 x 25%  | 17,912.00 |                      |
|  | or  |           |                      |
| 3  | Second Quarter - Line 1 x 50%   |           |                      |
|  | or  |           |                      |
| 4  | Third Quarter - Line 1 x 75%  |           |                      |
|  | or  |           |                      |
| 5  | Fourth Quarter - Line 1 x 100%  |           |                      |
| 6  | BUDGETED NON-UTILITY EXPENSE FOR PERIOD<br>(Line 2, 3, 4 or 5 above)  | 17,912.00 |                      |
| 7  | LINE ITEM OVERRUNS (USE AT YEAR END ONLY)   |           |                      |
|  | <u>BUDGET</u> <u>ACTUAL</u> <u>OVERRUN</u>  |           |                      |
|  | A) Account 4110<br>(Line 9, Columns 1 and 4 051-1)  | N/A       |                      |
|  | B) Account 4150<br>(Line 12, Columns 1 and 4 051-1)   | N/A       |                      |
|  | (If calculation is an overrun bring amount into<br>column 1 of this form)   |           |                      |
| 8  | ACTUAL UTILITY EXPENSE<br>(Line 37, Column 4, 051-1 Current Quarter)  | 6,925.00  |                      |
| 9  | ACTUAL INCOME<br>(Line 8, Column 4, 051-1 Current Quarter)  | 23,085.00 |                      |
| 10   | ADJUSTED BUDGET DEFICIT (SURPLUS)<br>(Line 6 minus 7A minus 7B plus 8 minus 9)  | 1,752.00  |                      |
| 11   | OPERATING SUBSIDY EARNED - LINE 10 ABOVE<br>(If Line 10 is a (Surplus) enter - 0 -)<br>(Line 11 is brought forward to Line 40 Form 051-1) | 1,752.00  |                      |
| 12   | LESS: OPERATING SUBSIDY CONTRIBUTION RECEIVED<br>FOR CURRENT FISCAL YEAR (BALANCE 7300 ACCOUNT)   | 14,477.00 |                      |
| 13   | Debit 1125 UNDERPAYMENT DUE FROM EOCD LINE 11 EXCEEDS 12<br>(USE ACCOUNT 2291 FOR THE FIRST THREE QUARTERS)                               |           |                      |
| 14   | Credit 2118 OVERPAYMENT DUE TO EOCD (LINE 12 EXCEEDS 11)<br>(USE ACCOUNT 2291 FOR THE FIRST THREE QUARTERS)                               | 12,725.00 |                      |

SECTION II - CALCULATION OF ESTIMATED INTERIM OR YEAR-END OPERATING RESERVE BALANCE

|   |  |             |  |
|---|--|-------------|--|
| 1 | OPERATING RESERVE BALANCE BEGINNING OF YEAR<br>(Section II, Line 4, 051-5 Prior Fiscal Year End) | 32,930.00   |  |
| 2 | ADD: PROVISION FOR OPERATING RESERVE<br>(Line 25, Column 4, 051-1 Current Period)                | 900.00      |  |
| 3 | ADD NET INCOME OR SUBTRACT DEFICIT<br>(Line 49, Column 4, 051-1 Current Period)                  | (17,530.00) |  |
| 4 | ESTIMATED INTERIM OR YEAR END OPERATING RESERVE BALANCE  | 16,300.00   |  |



1994 年 11 月 14 日

**Table 1**





SECTION 11:

ACCOUNTING FOR THE SECTION 8-ASSISTED PROGRAM  
(NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)

The accounting for the Section 8-Assisted Housing Program is similar to the management program discussed in Section 10. The only difference is the addition of three accounts on the 051-1 operating statement (Accounts 3115, 3116 and 4900) and one additional account used in the 051-2 Balance Sheet (Account 1121).

As previously noted, the Section 8-Assisted Program does not receive operating subsidy from EOCD per the 7300 account. Housing Assistance Payment Funds are requisitioned each month for both the Shelter Rent Federal Section 8 (Account 3115) and Shelter Rent EOCD Section 8 (Account 3116).

The debt service cost of the Section 8-Assisted Program is funded from the total of the 3115 and the 3116 amounts. If the debt service amount is more than the total of the 3115 and 3116 accounts, the excess would build up in the 2118 Accounts Payable - EOCD. The 2118 would be reduced in subsequent years as Housing Assistance Payment Funds are increased. The debt service amount is constant through the life of the program and may be obtained from EOCD.

Each month the LHA submits two requisition forms to EOCD as follows:

| <u>Account<br/>Number</u> |                                  | <u>Form<br/>Number</u> |
|---------------------------|----------------------------------|------------------------|
| 3115                      | Shelter Rent - Federal Section 8 | HUD 52670              |
| 3116                      | Shelter Rent - EOCD Section 8    | EOCD #2                |

The reason the LHA submits two requisitions is due to the fact that the Federal Government (HUD) will only provide subsidy based on the tenants paying rent at 30% of their income. By state law, EOCD calculates the tenants' rents based on 25% of their income and provides LHAs with the additional 5% from state funds. This additional funding is requisitioned on the EOCD #2 Form.



Each month the LHA records the net amount of the two requisitions less the one-twelfth of the Debt Service amount to the 1121 account, Accounts Receivable Federal - EOCD Section 8 Subsidy - Shelter Rent.

Example of Monthly Journal Entry to record Accounts Receivable - Federal - EOCD Section 8 Subsidy - Shelter Rent.

Assume the following information:

Enfield Housing Authority prepared the July 1986 monthly requisition HUD 52670 for the Federal Share of \$5,000.

Enfield Housing Authority prepares the July 1986 monthly requisition EOCD #2 for the EOCD share of \$1,000.

The annual Debt Service for the Enfield Section 8-Assisted Program is \$48,000. (Monthly debt service is \$4,000.)

The entry to be made in July 1986 is as follows:

|  | <u>Debit</u> | <u>Credit</u> |
|--|--------------|---------------|
| 1121    Accounts Receivable Federal - EOCD |              |               |
| Shelter Rent - Section 8                   | 2,000.00     |               |
| 4900    Debt Service (Section 8 only)      | 4,000.00     |               |
| 3115    Shelter Rent - Federal Section 8   |              | 5,000.00      |
| 3116    Shelter Rent - EOCD Section 8      |              | 1,000.00      |

When EOCD sends the cash for \$2,000.00, Account 1121 would be credited and cash (1112) would be debited. If there is any EOCD adjustment to either of the two monthly requisitions, EOCD will notify the LHA and the appropriate adjustment to the above-noted journal entry would be made.

The flow of account data for the Section 8-Assisted Program, with the exception of the above-noted monthly journal entry, will be the same as the Management Conventional Program. The Section 8-Assisted project uses the same accounting records to accumulate accounting data and it uses the same budgeting and financial reporting forms.





SECTION 12:

ACCOUNTING FOR THE 707 PROGRAM

The 707 Program is a leased housing program in which LHAs rent units in the community for qualified low-income tenants. EOCD provides the LHA with Rental Assistance Payments to pay participating landlords, and Administrative Fees to cover the LHA costs of administering the Program. The 707 Program has several different components - Scattered Site, MHFA, and other special programs. A description of these components begins on page 12 - 33.

In accounting for the 707 Program, it is of primary importance for the LHA to control the units under lease. The units under lease are the basis by which the LHA receives both Rental Assistance Payments and Administrative Fees. Therefore, it is necessary that the accounting system for the 707 Program start with an accounting form that will control the number of units under lease. This form, EOCD 078, Landlord - Tenant Unit Month Register is the accounting foundation by which data is accumulated and reported for the 707 Program.

The basic flow of accounting data for the 707 Program is as follows:

- 1) LHA submits an Operating Budget Form 070 30 days prior to the start of fiscal year.
- 2) LHA maintains on a monthly basis a Landlord - Tenant Unit Month Register Form 078 for each component of the 707 Program.
- 3) LHA submits 45 days preceding the start of each quarter a Consolidated Quarterly Requisition for Partial Payment of Commonwealth Annual Contribution Form 074 and the supporting Quarterly Requisition Form Partial Payment of Commonwealth Annual Contribution by Program Component Form 075. A separate 075 form is submitted for each program component.
- 4) LHA submits on the 1st day of the 2nd month following the end of each quarter a Consolidated Quarterly Requisition For Payment of Administrative Fee Form 076 and the supporting Quarterly Program Requisition for Payment of Administrative Fee and Report of Rental Assistance Payments Form 077. A separate 077 form is submitted for each program component.





- 5) Thirty days after the end of the Fiscal Year the LHA prepares and submits the following forms:

Form 071 - Operating Statement and Year-End Settlement of Rental Assistance Payments

Form 072 - Annual Calculation of Excess Interest Income

Form 051-2 - Administration Balance Sheet (Note, this is the same form used for conventional programs)

Form 051-3 - Supporting Schedule

Form 051-4 - Report of Tenants Accounts Receivable  
(Includes Declaration - required for all submissions)

To properly set up and maintain the new 707 accounting system, it is necessary to consider the following notes:

- 1) Only one cash account should be maintained for the 707 Program.
- 2) All cash receipts for administrative fees should be credited to one 3400 account for all components of the 707 Program (i.e. Scattered Site, MHFA, etc.)
- 3) All cash receipts for Rental Assistance Payments are credited to one 2210 account for all components. The new 2210 account, Prepaid Partial Payments - 707, replaces the old account, 2129 State Share Unallotted. It is important in converting to the new accounting system to start the 2210 account off with only the balance applicable to the new fiscal year. See page 19-1 for a further description of the conversion to the new accounting system.
- 4) Payments to landlords are debited to a separate 2215 account (i.e. 2215.1, 2215.2, 2215.3, etc.) for each component of the 707 Program. These payments per the general ledger should agree with the data accumulated per the 078 form and be reported on the 077 form.

NOTE: These payments are netted out against Account 2216 to arrive at the Net Rental Assistance Payments. A separate and corresponding 2216 account (i.e. 2216.1, 2216.2, 2216.3, etc.) is maintained for each component of the 707 Program for which the LHA charges and collects rent from tenants.

- 5) The 078 form - Landlord - Tenant Unit Month Register must be maintained for each separate component of the 707 Program.

NOTE: Lines 2 is used only for LHAs using Account 2216.

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- 6) The 078 form as illustrated on page 12 - 15 reflects Payment to Landlords on line 1, column 13. In the case where the LHA collects rent from tenants Payments to Landlords per line 1 should be clearly differentiated from Rental Assistance Payments per line 3, column 13. When the LHA does not collect rent from tenants as illustrated on the 078 form on page 12 - 16, the Payments to Landlords are equal to the Rental Assistance Payments.
- 7) The quarterly requisition for Rental Assistance Payments, Form 074, is a consolidated form to include all components of the 707 Program. This form is further supported by a separate 075 form for each component of the 707 Program. The totals from the individual 075 forms are brought forward to the one 074 form. Information for the 075 form is taken from the 078 form.
- 8) The quarterly requisition for administrative fees, Form 076 is also a consolidated form for all components of the 707 program. This form is further supported by a separate 077 form for each component of the 707 Program. The totals from the individual 077 forms are brought forward to the one 076 form. Information for the 077 form is taken from the 078 form.
- 9) LHAs should refer to the Administrative Fee Schedule per the latest Budget Guidelines to ascertain the fee rates to be used on lines 5, 6, 7, 8, and 9 of the 077 form.
- 10) The proper use of the 078 form will allow for the proper information to flow onto the 075 and 077 forms.

The flow of information from the 078 Unit Month Register to the Quarterly Requisitions to the Year-End Reporting is demonstrated per the Enfield Housing Authority starting on page 12 - 4.





ENFIELD HOUSING AUTHORITY

707 PROGRAM

Enfield Housing Authority has a Maximum Annual Contribution of \$144,000 for 50 units of Scattered Site (\$120,000) and 10 units of MHFA (\$24,000). Enfield has a fiscal year end of June 30th. EOCD approves its operating budget on June 25, 1989 for the year ending June 30, 1990. See page 12-8.

The following transactions occurred from June 5, 1989 to September 5, 1990. This cycle allows for the illustration of a full fiscal year of Quarterly Requisitions of both Rental Assistance Payments and Administrative Fees, Year-End Financial Statements, and the Year-End Settlement of Rental Assistance Payments which takes place on the second quarterly requisition in the subsequent fiscal year. See Form 074, lines 4 through 7, page 12 - 32.

1) On May 15, 1989, Enfield submits Form 074 and two supporting 075 forms (one for each program component) to EOCD for the 1st quarter requisition of Rental Assistance Payments in the amount of \$33,000. (Projection of 45 units of Scattered Site and 10 units of MHFA under lease at an average of \$200.00 per unit).

Page 12-9-10 & 11

2) On August 15, 1989 Enfield submits Form 074 and supporting 075s to EOCD for the 2nd quarter, Rental Assistance Payments. Per line 1, column a, only \$31,800 of the original \$33,000 requisitioned was paid out in the first quarter.

Page 12-12-13 & 14

3) As an example of Form 078, the month of October 1989 is used. Enfield fills out two Form 078s for October, using separate forms for the Scattered Site and MHFA.

Page 12-15 & 16



IMPORTANT INFORMATION FOR TRANSACTIONS ON FORM 078

- A) Columns 13 and 16 are always the same at the beginning of the month since both are derived from the ending balance on column 16, line 1 for the previous month.
- B) Column 10, beginning balance, must equal the previous month Form 078, column 10, line 1 ending balance.
- C) Column 17 beginning balance is always the ending balance on Form 078 column 17 for the previous month.
- D) Column 17, ending balance is always column 17, beginning balance plus column 13, line 1 ending balance. Column 17 is not used except at the beginning and the end of the month.
- E) Column 18, is used for LHAs that are charging and collecting rents from tenants. This is the case for Enfield Housing Authority under the Scattered Site Program only.
- F) Column 18, beginning balance is always the ending balance on Form 078, column 18 for the previous month.
- G) Column 18, ending balance is always column 18 beginning balance plus column 13, line 3, ending balance.





- 4) On November 1, 1989, Enfield submits 1st quarter Form 076, Consolidated Quarterly Requisition For Payment of Administrative Fee and two supporting Form 077s, Quarterly Program Requisition for Payment of Administrative Fee and Report of Rental Assistance Payments. The information for the 077s is obtained from the 078 forms for July, August and September. (The 078 form is illustrated for October only).

Enfield's actual Rental Assistance Payments through September 30, 1989 of \$26,400 as reflected on the 077 form, line 12, column D (See 12-18) will agree with the 078 form, column 18 cumulative net payments brought forward from the September 1989 (not illustrated) 078 form (See 12-15). Page 12-17, & 18 & 19

- 5) November 15, 1989 - 3rd quarter 074 and 075s (075s not illustrated) Page 12 - 20
- 6) February 1, 1990 - 2nd quarter 076 and 077s Page 12-21, & 22 & 23
- 7) February 15, 1990 - 4th quarter 074 and 075s (075s not illustrated) Page 12 - 24
- 8) May 1, 1990 - 3rd quarter 076 and 077s (077s not illustrated) Page 12 - 25
- 9) May 15, 1990 1st quarter 074 and 075s (075s not illustrated) Page 12 - 26
- 10) August 1, 1990 - 4th quarter 076 and 077s (077s not illustrated) Page 12 - 27
- 11) On July 31, 1990 Enfield submits the year-end 071 form (6-30-90), Operating Statement and Year-End Settlement Statement of Rental Assistance Payments and 072 form, Annual Calculation of Excess Interest Income and prepares year-end adjusting and closing entries (See page 12-31).



On the 071 form, the Administrative Fee Account 3400 per line 1 will tie back to the four applicable quarterly 076 forms, line 1. The 2210 account per line 30 will tie back to the 4th quarter 074 form, line 1, column C (or column D if Modified) (page 12-24). Account 3610 per line 2 will always be equal to line 8 of the 072 form. Page 12-28 & 29

12) On July 31, 1990, Enfield also submits a year-end balance sheet, Form 051-2 (same as conventional program). Enfield would also submit the 051-3, Supporting Schedules, and 051-4, Report of Tenants Accounts Receivable. These forms are illustrated for Enfield - 667-1 Program in Section 10 of this manual. Account 1125 in the amount of \$1,090.00 agrees with the Form 076, line 3 (page 12-27). Account 2118 in the amount of \$2,921.00 agrees with the total of Form 071, line 32, \$2,800.00 (page 12-28) and Form 072, line 10, \$121.00 (page 12-29). Account 2210 in the amount of \$35,400 agrees with the Form 074, line 3 (page 12-26). Account 2590 in the amount of \$5,228.00 agrees with Form 071, line 26 (page 12-28). Page 12 - 30

13) On August 15, 1990, Enfield submits its 2nd quarter 074 and 075s forms (075s not illustrated). Form 074 includes Excess Interest Income per line 4 and the year-end settlement of Rental Assistance Payments per lines 5 and 6. The amount on line 4 of the 074 form is brought forward from line 10 of the 072 form (page 12-29). The amount on line 6 of the 074 form is brought forward from line 32 of the 071 year-end operating statement (page 12-28). Page 12 - 32





**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM  
ANNUAL OPERATING BUDGET**

AGENCY NAME Enfield NO. OF CONTRACT UNITS 60  
FISCAL YEAR ENDING 6/30/90 ESTIMATED NO. OF UNIT  
MONTHS FOR BUDGET YEAR 660

Original ☒  
Revision No. \_\_\_\_\_

| Line No. | ACCOUNT NUMBER | CLASSIFICATION   | CURRENT YEAR APPROVED BUDGET PUM | LHA REQUEST |         | EOCD MODIFICATION |        |
|----------|----------------|--|----------------------------------|-------------|---------|-------------------|--------|
|          |                |  |                                  | PUM         | AMOUNT  | PUM               | AMOUNT |
|          |                | <b>OPERATING RECEIPTS</b>                                  |                                  |             |         |                   |        |
| 1        | 3400           | Administrative Fee   | 26.00                            | 27.20       | 17,950. |                   |        |
| 2        | 3610           | Interest Income  | .50                              | .54         | 360.    |                   |        |
| 3        | 3690           | Miscellaneous Income                                       |                                  |             |         |                   |        |
| 4        | 3000           | <b>TOTAL OPERATING RECEIPTS</b>                            | 26.50                            | 27.74       | 18,310. |                   |        |
|          |                | <b>OPERATING EXPENDITURES</b>                              |                                  |             |         |                   |        |
| 5        | 4110           | Administrative Salaries                                    | 10.40                            | 12.00       | 7,920.  |                   |        |
| 6        | 4130           | Legal  | 1.30                             | 1.66        | 1,100.  |                   |        |
| 7        | 4150           | Travel and Related Expense                                 | .50                              | .55         | 360.    |                   |        |
| 8        | 4170           | Accounting Services  | 1.50                             | 1.52        | 1,000.  |                   |        |
| 9        | 4190           | Administrative Other                                       | 4.50                             | 5.45        | 3,600.  |                   |        |
| 10       |                | <b>TOTAL ADMINISTRATIVE</b>                                | 18.20                            | 21.18       | 13,980. |                   |        |
| 11       | 4510           | Insurance  | 1.00                             | 1.11        | 730.    |                   |        |
| 12       | 4540           | Employee Benefits  | 4.00                             | 4.54        | 3,000.  |                   |        |
| 13       |                | <b>TOTAL GENERAL</b>                                       | 5.00                             | 5.65        | 3,730.  |                   |        |
| 14       | 4000           | <b>TOTAL OPERATING EXPENSES</b>                            | 23.20                            | 26.83       | 17,710. |                   |        |
| 15       |                | <b>NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES</b> | 3.30                             | .91         | 600.    |                   |        |
|          |                | <b>NONROUTINE EXPENDITURES</b>                             |                                  |             |         |                   |        |
| 16       | 6210           | Prior Year & Other Adj. Dr. (Cr.)                          |                                  |             |         |                   |        |
| 17       | 6510           | Extraordinary Maintenance                                  |                                  |             |         |                   |        |
| 18       | 6580           | Collection Loss  |                                  | .15         | 100.    |                   |        |
| 19       | 7520           | Replacement of Equipment                                   | 1.00                             | .46         | 300.    |                   |        |
| 20       | 7530           | Receipts from Sale of Equipment (Cr.)                      |                                  |             |         |                   |        |
| 21       | 7540           | Betterments & Additions                                    |                                  |             |         |                   |        |
| 22       |                | <b>TOTAL NONROUTINE EXPEND.</b>                            | 1.00                             | .61         | 400.    |                   |        |
| 23       | 2700           | <b>NET INCOME (DEFICIT)</b>                                | 1.30                             | .30         | 200.    |                   |        |
| 24       | 2590           | OPERATING RES. BAL. BEG. OF YR.                            |                                  |             | 2,800.  |                   |        |
| 25       | 2700           | <b>NET INCOME (DEFICIT) (FROM ABOVE)</b>                   |                                  |             | 200.    |                   |        |
| 26       | 2590           | <b>OPERATING RESERVE BALANCE END OF YEAR</b>               |                                  |             | 2,000.  |                   |        |



## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_  
 May 15 X  
 Aug. 15 \_\_\_\_\_  
 Nov. 15 \_\_\_\_\_  
 Revision \_\_\_\_\_

Enfield

(Agency Name)

CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
 OF COMMONWEALTH ANNUAL CONTRIBUTION

FOR THE PERIOD 7-1 TO 9-30, 19 89

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all Line 1s,<br>columns A, B & C of all<br>attached 075 Forms)      | -                                  | 33,000.  | 33,000.   |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  | - 0 -   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  | 33,000.   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT,  
 (USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>Line 32 of Form 071) (Debit Account #2118)           |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared by

Title

Date

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name

Chairperson or Executive Director

Date

074 (03-90)





## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

Enfield Housing Authority

(Agency Name)

DUE: Feb. 15 \_\_\_\_\_  
 May 15 X \_\_\_\_\_  
 Aug. 15 \_\_\_\_\_  
 Nov. 15 \_\_\_\_\_  
 Revision \_\_\_\_\_

## QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH

## ANNUAL CONTRIBUTION BY PROGRAM COMPONENT

FOR THE PERIOD 7-1 TO 9-30, 19 89

☒ Scattered Site      ☐ MHFA \_\_\_\_\_ (Name)      ☐ Other \_\_\_\_\_ (Program)  
 \_\_\_\_\_ (Name/ACC #)

MAXIMUM ANNUAL CONTRIBUTIONS AMOUNT \$ 120,000.MAXIMUM QUARTERLY CONTRIBUTIONS AMOUNT \$ 30,000.TOTAL MAXIMUM NUMBER OF UNITS UNDER ACC 50

A. Number of Units Under Lease Last Day of Previous Quarter

43

B. Estimated Number of Units Under Lease at End of Current Quarter..

44

C. Estimated Monthly Average of Units to Be Leased During Requested Quarter

45

D. Average Monthly Rental Assistance Payment Per Unit as of Date of Requisition

200.

E. Line C x 3 months x Average Payment Line D =

27,000.

|   | A                                  | B  | C   | D                     |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter<br>(Line E Above) | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(BRING AMOUNTS FORWARD<br>TO FORM 074 LINE 1) | -                                  | 27,000.  | 27,000.   |                       |



## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_  
 May 15 X \_\_\_\_\_  
 Aug. 15 \_\_\_\_\_  
 Nov. 15 \_\_\_\_\_  
 Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

## QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH

## ANNUAL CONTRIBUTION BY PROGRAM COMPONENT

FOR THE PERIOD 7-1 TO 9-30, 19 89

☐ Scattered Site ☒ MHFA ABC (Name) ☐ Other \_\_\_\_\_ (Program)  
 \_\_\_\_\_ (Name/ACC #)

MAXIMUM ANNUAL CONTRIBUTIONS AMOUNT \$ 24,000.MAXIMUM QUARTERLY CONTRIBUTIONS AMOUNT \$ 6,000.TOTAL MAXIMUM NUMBER OF UNITS UNDER ACC 10

A. Number of Units Under Lease Last Day of Previous Quarter

9

B. Estimated Number of Units Under Lease at End of Current Quarter.

9

C. Estimated Monthly Average of Units to Be Leased During Requested Quarter

10

D. Average Monthly Rental Assistance Payment Per Unit as of Date of Requisition

200.

E. Line C x 3 months x Average Payment Line D =

6,000.

|   | A                                  | B  | C   | D                     |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter<br>(Line E Above) | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(BRING AMOUNTS FORWARD<br>TO FORM 074 LINE 1) | -                                  | 6,000.   | 6,000.  |                       |





## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_  
 May 15 \_\_\_\_\_  
 Aug. 15 X \_\_\_\_\_  
 Nov. 15 \_\_\_\_\_  
 Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
 OF COMMONWEALTH ANNUAL CONTRIBUTION

FOR THE PERIOD 10-1 TO 12-31, 19 89

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all Line 1s,<br>columns A, B & C of all<br>attached 075 Forms)      | 31,800.                            | 33,600.  | 65,400.   |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  | 33,000.   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  | 32,400..  |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
 (USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>Line 32 of Form 071) (Debit Account #2118)           |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared by

Title

Date

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name

Chairperson or Executive Director

Date



## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_

May 15 \_\_\_\_\_

Aug. 15 Y \_\_\_\_\_

Nov. 15 \_\_\_\_\_

Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

## QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH

## ANNUAL CONTRIBUTION BY PROGRAM COMPONENT

FOR THE PERIOD 10-1 TO 12-31, 19 89

☒ Scattered Site      ☐ MHFA \_\_\_\_\_ (Name)      ☐ Other \_\_\_\_\_ (Program)  
 \_\_\_\_\_ (Name/ACC #)

MAXIMUM ANNUAL CONTRIBUTIONS AMOUNT \$ 120,000.MAXIMUM QUARTERLY CONTRIBUTIONS AMOUNT \$ 30,000.TOTAL MAXIMUM NUMBER OF UNITS UNDER ACC 50

A. Number of Units Under Lease Last Day of Previous Quarter

44

B. Estimated Number of Units Under Lease at End of Current Quarter.

45

C. Estimated Monthly Average of Units to Be Leased During Requested Quarter

46

D. Average Monthly Rental Assistance Payment Per Unit as of Date of Requisition

200.

E. Line C x 3 months x Average Payment Line D =

27,600.

|   | A                                  | B  | C   | D                     |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter<br>(Line E Above) | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(BRING AMOUNTS FORWARD<br>TO FORM 074 LINE 1) | <u>26,400.</u>                     | <u>27,600.</u>   | <u>54,000.</u>  |                       |





## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

075 (03-90)

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_

May 15 \_\_\_\_\_

Aug. 15 X

Nov. 15 \_\_\_\_\_

Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

## QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH

## ANNUAL CONTRIBUTION BY PROGRAM COMPONENT

FOR THE PERIOD 10-1 TO 12-31, 19 89

☐ Scattered Site    ☒ MHFA ABC (Name)    ☐ Other \_\_\_\_\_ (Program)  
 \_\_\_\_\_ (Name/ACC #)

MAXIMUM ANNUAL CONTRIBUTIONS AMOUNT \$ 24,000.MAXIMUM QUARTERLY CONTRIBUTIONS AMOUNT \$ 6,000.TOTAL MAXIMUM NUMBER OF UNITS UNDER ACC 10

A. Number of Units Under Lease Last Day of Previous Quarter

9

B. Estimated Number of Units Under Lease at End of Current Quarter.

9

C. Estimated Monthly Average of Units to Be Leased During Requested Quarter

10

D. Average Monthly Rental Assistance Payment Per Unit as of Date of Requisition

200.

E. Line C x 3 months x Average Payment Line D =

6,000.

|   | A                                  | B  | C   | D                     |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter<br>(Line E Above) | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(BRING AMOUNTS FORWARD<br>TO FORM 074 LINE 1) | 5,400.                             | 6,000.   | 11,400.   |                       |

075 (03-90)









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## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st \_\_\_\_\_

Enfield Housing Authority

May 1st \_\_\_\_\_

(Agency Name)

Aug. 1st \_\_\_\_\_

Nov. 1st X

## CONSOLIDATED QUARTERLY REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE

FOR THE PERIOD 7-1 TO 9-30, 19 89

## ADMINISTRATIVE FEE CALCULATION

## RECONCILIATION OF PREVIOUS QUARTER(S)

1. Total Fee Earned (Total of all Line 11s, column D of all attached 077 Forms)
2. Deduct Previous 80% Advance (Line 6 previous requisition Form 076)
3. Underpayment Due LHA (Line 1 exceeds line 2)  
or
4. Overpayment Due EOCD (Line 2 exceeds Line 1)

| QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--------------------|----------------------|
| 4,521.             |                      |
| 3,300.             |                      |
| 1,221.             |                      |
| -                  |                      |

## ADVANCE OF FEE FOR NEXT QUARTER

5. Total Ongoing Fee Earned (Total of all Line 5s, column D of all attached 077 Forms)
6. Advance for Next Quarter (80% of Line 5 above)

|        |  |
|--------|--|
| 4,236. |  |
| 3,389. |  |

## TOTAL REQUISITION FOR ADMINISTRATIVE FEE

7. Total Fee To Be Paid (Line 6 plus Line 3 or minus Line 4)  
(Credit amount to account 3400 and adjust the 3400 account at the end of the fiscal year to equal the amounts earned per Line 1 above for each of the four applicable requisitions.)

|        |  |
|--------|--|
| 4,610. |  |
|--------|--|

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_

076 (03-90)





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAMDUE: Feb. 1st \_\_\_\_\_  
May 1st \_\_\_\_\_  
Aug. 1st \_\_\_\_\_  
Nov. 1st X

Enfield Housing Authority

(Agency Name)

QUARTERLY PROGRAM REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE  
AND REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS BY PROGRAM COMPONENTFOR THE PERIOD 7-1 TO 9-30, 19 89☒ Scattered Site ☐ MHFA \_\_\_\_\_ (Name) ☐ Other \_\_\_\_\_ (Program)  
ANNUAL CONTRIBUTIONS CONTRACT (ACC) AMOUNT 120,000 \_\_\_\_\_ (Name / ACC #)TOTAL MAXIMUM NUMBER OF UNITS UNDER (ACC) 50

| Section I | ONGOING FEE  | A      | B   | C   | D                  | E                    |
|-----------|--|--------|-----|-----|--------------------|----------------------|
|           |  | MONTHS |     |     | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|           |  | 1st    | 2nd | 3rd |                    |                      |
| 1.        | Total # of Units Leased last day of previous month (1st month the same as 3rd month Line 4 previous requisition) | 44     | 44  | 43  | 131                |                      |
| 2.        | Total # of New Units Leased for each month See Form 078  | 1      | 2   | 2   | 5                  |                      |
| 3.        | Total # of Units Terminated for month See Form 078   | 1      | 3   | -   | 4                  |                      |
| 4.        | Total # of Units Leased end of month   | 44     | 43  | 45  | 132                |                      |
| 5.        | Total Units Line 4, Column D Above <u>132</u> x Fee \$ <u>28</u> (Bring Amount Forward to Form 076, Line 5)      |        |     |     | 3,696              |                      |

## Section II DEVELOPMENT AND PRELIMINARY FEES

## DEVELOPMENT FEES

6. One time fee for each unit when contract is awarded. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =
7. One time fee for each unit when it is actually leased for the first time. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =

## PRELIMINARY FEES

8. Total new units - line 2 column D above. Units 5 x Fee \$ 50 = 250
9. Issuing fee. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =
10. TOTAL DEVELOPMENT AND PRELIMINARY FEES (add line 6 + 7 + 8 + 9). 250

## Section III TOTAL FEE EARNED

11. (Add line 5D + 10D.) (Bring amount forward to Form 076, line 1.) 3496

## Section IV REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS

|  | A      | B     | C     | D                  | E                    |
|--|--------|-------|-------|--------------------|----------------------|
|  | MONTHS |       |       | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|  | 1st    | 2nd   | 3rd   |                    |                      |
| 12. Actual Rental Assistance Payments (Account 2215 - 2216)                          | 8,800  | 8,600 | 9,000 | 26,400             |                      |
| 13. Total Units Under Lease end of month (Line 4 above)                              | 44     | 43    | 45    | 132                |                      |
| 14. Actual Per Unit Month Rental Assistance Cost (Line 12 + 13)                      | 200    | 200   | 200   | 200                |                      |
| 15. Average Rental Assistance Cost for New Units Reported on Line 2, Section I Above | 202    | 198   | 200   | 200                |                      |



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM

Page 2 OF 2

Enfield Housing Authority

(Agency Name)

DUE: Feb. 1st \_\_\_\_\_  
May 1st \_\_\_\_\_  
Aug. 1st X \_\_\_\_\_  
Nov. 1st \_\_\_\_\_

QUARTERLY PROGRAM REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE  
AND REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS BY PROGRAM COMPONENT

FOR THE PERIOD 7-1 TO 9-30, 19 89

☐ Scattered Site ☒ MHFA AEC (Name) ☐ Other \_\_\_\_\_ (Program)  
ANNUAL CONTRIBUTIONS CONTRACT (ACC) AMOUNT 24,000 (Name / ACC #)

TOTAL MAXIMUM NUMBER OF UNITS UNDER (ACC) 10

| Section I | ONGOING FEE  | MONTHS |     |     | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|-----------|--|--------|-----|-----|--------------------|----------------------|
|           |  | A      | B   | C   |                    |                      |
|           |  | 1st    | 2nd | 3rd |                    |                      |
| 1.        | Total # of Units Leased last day of previous month (1st month the same as 3rd month Line 4 previous requisition) | 9      | 9   | 9   | 27                 |                      |
| 2.        | Total # of New Units Leased for each month See Form 078  | -      | 1   | -   | 1                  |                      |
| 3.        | Total # of Units Terminated for month See Form 078   | -      | 1   | -   | 1                  |                      |
| 4.        | Total # of Units Leased end of month   | 9      | 9   | 9   | 27                 |                      |
| 5.        | Total Units Line 4, Column D Above <u>27</u> x Fee \$ <u>20</u> =  |        |     |     | 540                |                      |
|           | (Bring Amount Forward to Form 076, Line 5)   |        |     |     |                    |                      |

Section II DEVELOPMENT AND PRELIMINARY FEES

DEVELOPMENT FEES

6. One time fee for each unit when contract is awarded. Units        x Fee \$        =
7. One time fee for each unit when it is actually leased for the first time. Units        x Fee \$        =

PRELIMINARY FEES

8. Total new units - line 2 column D above. Units 1 x Fee \$ 35 = 35
9. Issuing fee. Units        x Fee \$        =
10. TOTAL DEVELOPMENT AND PRELIMINARY FEES (add line 6 + 7 + 8 + 9). 35

Section III TOTAL FEE EARNED

11. (Add line 5D + 10D.) (Bring amount forward to Form 076, line 1.) 575

Section IV REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS

|  | MONTHS |       |       | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--|--------|-------|-------|--------------------|----------------------|
|  | A      | B     | C     |                    |                      |
|  | 1st    | 2nd   | 3rd   |                    |                      |
| 12. Actual Rental Assistance Payments (Account 2215 - 2216)                          | 1,800  | 1,800 | 1,800 | 5,400              |                      |
| 13. Total Units Under Lease end of month (Line 4 above)                              | 9      | 9     | 9     | 27                 |                      |
| 14. Actual Per Unit Month Rental Assistance Cost (Line 12 + 13)                      | 200    | 200   | 200   | 200                |                      |
| 15. Average Rental Assistance Cost for New Units Reported on Line 2, Section I Above |        | 200   |       | 200                |                      |





## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_

May 15 \_\_\_\_\_

Aug. 15 \_\_\_\_\_

Nov. 15 X

Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
OF COMMONWEALTH ANNUAL CONTRIBUTIONFOR THE PERIOD 1-1 TO 3-31, 19 90

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all Line 1s,<br>columns A, B & C of all<br>attached 075 Forms)      | 66,000.                            | 34,200.  | 100,200.  |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  | 65,400.   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  | 34,800.   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
(USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>Line 32 of Form 071) (Debit Account #2118)           |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_

074 (03-90)



## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st X

Enfield Housing Authority

May 1st \_\_\_\_\_

(Agency Name)

Aug. 1st \_\_\_\_\_

Nov. 1st \_\_\_\_\_

## CONSOLIDATED QUARTERLY REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE

FOR THE PERIOD 10 - 1 TO 12 - 31, 19 89

## ADMINISTRATIVE FEE CALCULATION

## RECONCILIATION OF PREVIOUS QUARTER(S)

1. Total Fee Earned (Total of all Line 11s, column D of all attached 077 Forms)
2. Deduct Previous 80% Advance (Line 6 previous requisition Form 076)
3. Underpayment Due LHA (Line 1 exceeds line 2)  
or
4. Overpayment Due EOCD (Line 2 exceeds Line 1)

| QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--------------------|----------------------|
| 4,602.             |                      |
| 3,389.             |                      |
| 1,213.             |                      |
| -                  |                      |

## ADVANCE OF FEE FOR NEXT QUARTER

5. Total Ongoing Fee Earned (Total of all Line 5s, column D of all attached 077 Forms)
6. Advance for Next Quarter (80% of Line 5 above)

|        |  |
|--------|--|
| 4,332. |  |
| 3,466. |  |

## TOTAL REQUISITION FOR ADMINISTRATIVE FEE

7. Total Fee To Be Paid (Line 6 plus Line 3 or minus Line 4)  
(Credit amount to account 3400 and adjust the 3400 account at the end of the fiscal year to equal the amounts earned per Line 1 above for each of the four applicable requisitions.)

|        |  |
|--------|--|
| 4,679. |  |
|--------|--|

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds, and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAMDUE: Feb. 1st ☒  
May 1st \_\_\_\_\_  
Aug. 1st \_\_\_\_\_  
Nov. 1st \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

QUARTERLY PROGRAM REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE  
AND REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS BY PROGRAM COMPONENT

FOR THE PERIOD 10 - 1 TO 12 - 31, 19 89

☒ Scattered Site ☐ MHFA \_\_\_\_\_ (Name) ☐ Other \_\_\_\_\_ (Program)  
ANNUAL CONTRIBUTIONS CONTRACT (ACC) AMOUNT 120,000 \_\_\_\_\_ (Name / ACC #)  
TOTAL MAXIMUM NUMBER OF UNITS UNDER (ACC) 50 \_\_\_\_\_

| Section I | ONGOING FEE  | A      | B   | C   | D                  | E                    |
|-----------|--|--------|-----|-----|--------------------|----------------------|
|           |  | MONTHS |     |     | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|           |  | 1st    | 2nd | 3rd |                    |                      |
| 1.        | Total # of Units Leased last day of previous month (1st month the same as 3rd month Line 4 previous requisition) | 45     | 45  | 44  | 134                |                      |
| 2.        | Total # of New Units Leased for each month See Form 078  | 1      | 1   | 2   | 4                  |                      |
| 3.        | Total # of Units Terminated for month See Form 078   | 1      | 2   | 1   | 4                  |                      |
| 4.        | Total # of Units Leased end of month   | 45     | 44  | 45  | 134                |                      |
| 5.        | Total Units Line 4, Column D Above 134 x Fee \$ 28 =<br>(Bring Amount Forward to Form 076, Line 5)               |        |     |     | 3,752              |                      |

## Section II DEVELOPMENT AND PRELIMINARY FEES

## DEVELOPMENT FEES

6. One time fee for each unit when contract is awarded. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ = \_\_\_\_\_
7. One time fee for each unit when it is actually leased for the first time. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ = \_\_\_\_\_

## PRELIMINARY FEES

8. Total new units - line 2 column D above. Units 4 x Fee \$ 50 = 200
9. Issuing fee. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ = \_\_\_\_\_
10. TOTAL DEVELOPMENT AND PRELIMINARY FEES (add line 6 + 7 + 8 + 9). 200

## Section III TOTAL FEE EARNED

11. (Add line 5D + 10D.) (Bring amount forward to Form 076, line 1.) 3,952

## Section IV REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS

|  | A      | B     | C     | D                  | E                    |
|--|--------|-------|-------|--------------------|----------------------|
|  | MONTHS |       |       | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|  | 1st    | 2nd   | 3rd   |                    |                      |
| 12. Actual Rental Assistance Payments (Account 2215 - 2216)                          | 9,130  | 8,670 | 9,000 | 15,800             |                      |
| 13. Total Units Under Lease end of month (Line 4 above)                              | 45     | 44    | 45    | 134                |                      |
| 14. Actual Per Unit Month Rental Assistance Cost (Line 12 + 13)                      | 203    | 197   | 200   | 200                |                      |
| 15. Average Rental Assistance Cost for New Units Reported on Line 2, Section I Above | 201    | 198   | 199   | 199                |                      |

[illegible]



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st ☒  
May 1st ☐  
Aug. 1st ☐  
Nov. 1st ☐

Enfield Housing Authority

(Agency Name)

QUARTERLY PROGRAM REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE  
AND REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS BY PROGRAM COMPONENT

FOR THE PERIOD 10 - 1 TO 12 - 31, 19 89

☐ Scattered Site ☒ MHFA ABC (Name) ☐ Other (Program)  
(Name / ACC #)

ANNUAL CONTRIBUTIONS CONTRACT (ACC) AMOUNT 24,000

TOTAL MAXIMUM NUMBER OF UNITS UNDER (ACC) 10

| Section I | ONGOING FEE  | A      | B   | C   | D                  | E                    |
|-----------|--|--------|-----|-----|--------------------|----------------------|
|           |  | MONTHS |     |     |                    |                      |
|           |  | 1st    | 2nd | 3rd | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
| 1.        | Total # of Units Leased last day of previous month (1st month the same as 3rd month Line 4 previous requisition) | 9      | 9   | 10  | 28                 |                      |
| 2.        | Total # of New Units Leased for each month See Form 078  | 1      | 1   | -   | 2                  |                      |
| 3.        | Total # of Units Terminated for month See Form 078   | 1      | -   | -   | 1                  |                      |
| 4.        | Total # of Units Leased end of month   | 9      | 10  | 10  | 29                 |                      |
| 5.        | Total Units Line 4, Column D Above 29 x Fee \$ 20 (Bring Amount Forward to Form 076, Line 5)                     |        |     |     | 580                |                      |

## Section II DEVELOPMENT AND PRELIMINARY FEES

## DEVELOPMENT FEES

6. One time fee for each unit when contract is awarded. Units        x Fee \$        = 

7. One time fee for each unit when it is actually leased for the first time. Units        x Fee \$        = 

## PRELIMINARY FEES

8. Total new units - line 2 column D above. Units 2 x Fee \$ 35 =  70

9. Issuing fee. Units        x Fee \$        = 

10. TOTAL DEVELOPMENT AND PRELIMINARY FEES (add line 6 + 7 + 8 + 9).  70

## Section III TOTAL FEE EARNED

11. (Add line 5D + 10D.) (Bring amount forward to Form 076, line 1.)  650

## Section IV REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS

|     | A  | B     | C     | D                  | E                    |
|-----|--|-------|-------|--------------------|----------------------|
|     | MONTHS   |       |       |                    |                      |
|     | 1st  | 2nd   | 3rd   | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
| 12. | Actual Rental Assistance Payments (Account 2215 - 2216)                          | 1,800 | 2,000 | 2,000              | 5,800                |
| 13. | Total Units Under Lease end of month (Line 4 above)                              | 9     | 10    | 10                 | 29                   |
| 14. | Actual Per Unit Month Rental Assistance Cost (Line 12 + 13)                      | 200   | 200   | 200                | 200                  |
| 15. | Average Rental Assistance Cost for New Units Reported on Line 2, Section I Above | 193   | 202   | -                  | 200                  |





## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 X

May 15 \_\_\_\_\_

Aug. 15 \_\_\_\_\_

Nov. 15 \_\_\_\_\_

Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
OF COMMONWEALTH ANNUAL CONTRIBUTIONFOR THE PERIOD 4 - 1 TO 6 - 30, 19 90

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESITMATED)<br>(Total of all Lines,<br>columns A, B & C of all<br>attached 075 Forms)        | 100,000.                           | 36,000.  | 136,000.  |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  | 100,200.  |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  | 35,800.   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
(USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>Line 32 of Form 071) (Debit Account #2118)           |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_



## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st \_\_\_\_\_

May 1st X

Aug. 1st \_\_\_\_\_

Nov. 1st \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

## CONSOLIDATED QUARTERLY REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE

FOR THE PERIOD 1 - 1 TO 3 - 31, 19 90

## ADMINISTRATIVE FEE CALCULATION

## RECONCILIATION OF PREVIOUS QUARTER(S)

1. Total Fee Earned (Total of all Line 11s, column D of all attached 077 Forms)
2. Deduct Previous 80% Advance (Line 6 previous requisition Form 076)
3. Underpayment Due LHA (Line 1 exceeds line 2)  
or
4. Overpayment Due EOCD (Line 2 exceeds Line 1)

| QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--------------------|----------------------|
| 4,918.             |                      |
| 3,466              |                      |
| 1,452.             |                      |
| -                  |                      |

## ADVANCE OF FEE FOR NEXT QUARTER

5. Total Ongoing Fee Earned (Total of all Line 5s, column D of all attached 077 Forms)
6. Advance for Next Quarter (80% of Line 5 above)

|        |  |
|--------|--|
| 4,548. |  |
| 3,638. |  |

## TOTAL REQUISITION FOR ADMINISTRATIVE FEE

7. Total Fee To Be Paid (Line 6 plus Line 3 or minus Line 4)  
(Credit amount to account 3400 and adjust the 3400 account at the end of the fiscal year to equal the amounts earned per Line 1 above for each of the four applicable requisitions.)

|        |  |
|--------|--|
| 5,090. |  |
|--------|--|

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_





## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

Enfield Housing Authority

(Agency Name)

DUE: Feb. 15 \_\_\_\_\_  
May 15 X \_\_\_\_\_  
Aug. 15 \_\_\_\_\_  
Nov. 15 \_\_\_\_\_  
Revision \_\_\_\_\_CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
OF COMMONWEALTH ANNUAL CONTRIBUTIONFOR THE PERIOD 7 - 1 TO 9 - 30, 19 90

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all Line 1s,<br>columns A, B & C of all<br>attached 075 Forms)      | -                                  | 35,400.  | 35,400.   |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  | - 0 -   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  | 35,400.   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
(USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>(Line 32 of Form 071) (Debit Account #2118)          |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared by

Title

Date

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended; and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name

Chairperson or Executive Director

Date

074 (03-90)



## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st \_\_\_\_\_

Enfield Housing Authority

May 1st \_\_\_\_\_

(Agency Name)

Aug. 1st X

Nov. 1st \_\_\_\_\_

## CONSOLIDATED QUARTERLY REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE

FOR THE PERIOD 4 - 1 TO 6 - 30, 19 90

## ADMINISTRATIVE FEE CALCULATION

## RECONCILIATION OF PREVIOUS QUARTER(S)

1. Total Fee Earned (Total of all Line 11s, column D of all attached 077 Forms)
2. Deduct Previous 80% Advance (Line 6 previous requisition Form 076)
3. Underpayment Due LHA (Line 1 exceeds line 2)  
or
4. Overpayment Due EOCD (Line 2 exceeds Line 1)

| QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--------------------|----------------------|
| 4,728.             |                      |
| 3,638.             |                      |
| 1,090.             |                      |
|                    |                      |

## ADVANCE OF FEE FOR NEXT QUARTER

5. Total Ongoing Fee Earned (Total of all Line 5s, column D of all attached 077 Forms)
6. Advance for Next Quarter (80% of Line 5 above)

|        |  |
|--------|--|
| 4,628. |  |
| 3,702. |  |

## TOTAL REQUISITION FOR ADMINISTRATIVE FEE

7. Total Fee To Be Paid (Line 6 plus Line 3 or minus Line 4)  
(Credit amount to account 3400 and adjust the 3400 account at the end of the fiscal year to equal the amounts earned per Line 1 above for each of the four applicable requisitions.)

|        |  |
|--------|--|
| 4,792. |  |
|--------|--|

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_





**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM**

071 (10-86)

ENFIELD

Agency Name  
**OPERATING STATEMENT AND YEAR-END SETTLEMENT STATEMENT  
OF RENTAL ASSISTANCE PAYMENTS**

YEAR ENDED June 30, 1990

No. Units Under Lease 58  
Unit Months 666

| Line No. | ACCOUNT NUMBER | CLASSIFICATION   | APPROVED BUDGET |          | ACTUAL TO DATE |         |
|----------|----------------|--|-----------------|----------|----------------|---------|
|          |                |  | ANNUAL AMOUNT   | PUM      | PUM            | AMOUNT  |
|          |                | <b>OPERATING RECEIPTS</b>                                  |                 |          |                |         |
|          |                | Administrative Fee   |                 |          |                |         |
|          |                | 1st QTR 2nd QTR 3rd QTR 4th QTR                            |                 |          |                |         |
|          |                | 4,521. 4,602. 4,918. 4,728.                                |                 |          |                |         |
| 1        |                | (From Line 1 Form 076)                                     | 17,950.         | 27.20    | 28.18          | 18,769. |
| 2        | 3610           | Interest Income (From Form 072 Line 8)                     | 360.            | .54      | .42            | 279.    |
| 3        | 3690           | Miscellaneous Income                                       |                 |          | .15            | 100.    |
| 4        | 3000           | <b>TOTAL OPERATING RECEIPTS</b>                            | 18,310.         | 27.74    | 28.75          | 19,148. |
|          |                | <b>OPERATING EXPENDITURES</b>                              |                 |          |                |         |
| 5        | 4110           | Administrative Salaries                                    | 7,920.          | 12.00    | 10.51          | 7,000.  |
| 6        | 4130           | Legal  | 1,100.          | 1.66     | 1.65           | 1,100.  |
| 7        | 4150           | Travel and Related Expense                                 | 360.            | .55      | .45            | 300.    |
| 8        | 4170           | Accounting Services  | 1,000.          | 1.52     | 1.50           | 1,000.  |
| 9        | 4190           | Administrative Other                                       | 3,600.          | 5.45     | 5.26           | 3,500.  |
| 10       |                | <b>TOTAL ADMINISTRATIVE</b>                                | 13,980.         | 21.18    | 19.37          | 12,900. |
| 11       | 4510           | Insurance  | 730.            | 1.11     | .98            | 650.    |
| 12       | 4640           | Employee Benefits  | 3,000.          | 4.54     | 4.20           | 2,800.  |
| 13       |                | <b>TOTAL GENERAL</b>                                       | 3,730.          | 5.65     | 5.18           | 3,450.  |
| 14       | 4000           | <b>TOTAL OPERATING EXPENDITURES</b>                        | 17,710.         | 26.83    | 24.55          | 16,350. |
| 15       |                | <b>NET INCOME (DEFICIT) BEFORE NONROUTINE EXPENDITURES</b> | 600.            | .91      | 4.20           | 2,798.  |
|          |                | <b>NONROUTINE EXPENDITURES</b>                             |                 |          |                |         |
| 16       | 6210           | Prior Year & Other Adj. Debit (Credit)                     |                 |          |                |         |
| 17       | 6510           | Extraordinary Maintenance                                  |                 |          |                |         |
| 18       | 6580           | Collection Loss  | 100.            | .15      | .12            | 80.     |
| 19       | 7520           | Replacement of Equipment                                   | 300.            | .46      | .44            | 290.    |
| 20       | 7530           | Receipts from Sale of Equipment (Credit)                   |                 |          |                |         |
| 21       | 7540           | Betterments & Additions                                    |                 |          |                |         |
| 22       |                | <b>TOTAL NONROUTINE EXPENDITURES</b>                       | 400.            | .61      | .56            | 370.    |
| 23       | 2700           | <b>NET INCOME (DEFICIT)</b>                                | 200.            | .30      | 3.64           | 2,428.  |
| 24       | 2590           | OPERATING RESERVE BAL. BEG. OF YEAR                        | 2,800.          |          |                | 2,800.  |
| 25       | 2700           | NET INCOME (DEFICIT) (FROM ABOVE)                          | 200.            |          |                | 2,428.  |
| 26       | 2590           | <b>OPERATING RESERVE BALANCE END OF YEAR</b>               | 3,000.          |          |                | 5,228.  |
|          |                | <b>YEAR-END SETTLEMENT OF RENTAL ASSISTANCE PAYMENTS</b>   |                 |          |                |         |
| 27       | 2215           | TOTAL LANDLORD PAYMENTS (INCLUDES 2215.1 & 2215.2. ETC.)   |                 | 199,800. |                |         |
| 28       | 2216           | TOTAL CHARGES TO TENANTS                                   |                 | 66,600.  |                |         |
| 29       |                | NET RENTAL ASSISTANCE PAYMENTS (LINE 27 MINUS 28)          |                 | 133,200. |                |         |
| 30       | 2210           | TOTAL PARTIAL PAYMENTS RECEIVED FROM EOCB FOR FISCAL YEAR  |                 | 136,000. |                |         |
| 31       |                | UNDERPAYMENT DUE LHA (LINE 29 EXCEEDS 30) (DEBIT 1125)     |                 |          |                |         |
|          |                | OR   |                 |          |                |         |
| 32       |                | OVERPAYMENT DUE EOCB (LINE 30 EXCEEDS 29) (CREDIT 2116)    |                 | 2,800.   |                |         |

Prepared By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1986 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or/Executive Director \_\_\_\_\_

Date \_\_\_\_\_

|      |      |      |      |   |
|------|------|------|------|---|
| 0.14 | 0.21 | 0.30 | 0.41 | 1 |
| 0.12 | 0.19 | 0.27 | 0.38 | 1 |

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |    |    |    |     |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|----|----|----|----|----|----|----|----|-----|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |    |    |    |    |    |    |    |    |     |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91  | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM  
ANNUAL CALCULATION OF EXCESS INTEREST INCOME

072 (10-86)

ENFIELD

(Agency Name)

YEAR ENDED June 30, 1990

| Line No. |   | PER PHA | EOCD<br>MODIFICATION |
|----------|---|---------|----------------------|
| 1        | Operating Reserve Balance Beginning<br>of the Fiscal Year   | 2,800.  |                      |
| 2        | <u>Add:</u>   |         |                      |
|          | Administrative Fee Earned per Form 071<br>Line 1 at end of current year   | 18,769. |                      |
|          | Miscellaneous Income per Form 071<br>Line 3 at end of current year  | 100.    | 18,869.              |
| 3        | <u>Subtract:</u>  |         |                      |
|          | Total 4000 Account per Form 071<br>Line 14 at end of current year   | 16,350. |                      |
|          | Total Nonroutine Expenditures per<br>Form 071, Lines 16 - 22  |         |                      |
|          | 6210  |         |                      |
|          | 6510  |         |                      |
|          | 6580  | 80.     |                      |
|          | 7520  | 290.    |                      |
|          | 7530  | ( )     |                      |
|          | 7540  | 370.    | 16,720.              |
| 4        | Operating Reserve Balance at End of<br>Year Excluding Interest (Line 1 plus 2<br>minus 3 above)   | 4,949.  |                      |
| 5        | Total of Line 1 and 4 above   | 7,739.  |                      |
| 6        | Average Operating Reserve Balance for<br>Current Fiscal Year (Line 5 divided by 2)  | 3,870.  |                      |
| 7        | Applicable Interest Rate provided by EOCD   | 7.2%    |                      |
| 8        | Net Interest Earned on Average Operating<br>Reserve Balance Line 6 x 7, (Bring this<br>amount forward to Line 2, Column 4,<br>Form 071) | 279.    |                      |
| 9        | Total Interest, Account 3610 Per General<br>Ledger Before Adjustment  | 400.    |                      |
| 10       | Excess Interest Income Due to EOCD, Debit<br>3610 and Credit 2118. Excess of Line 9<br>over Line 8 (If Line 8 exceeds Line 9 enter 0)   | 121.    |                      |

Line 10 is brought forward to line 4 of the 074  
form (to be used in the 2nd quarter of subsequent  
fiscal year only).

072 (10-86)



[illegible]

**EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
ADMINISTRATION BALANCE SHEET**

ENFIELD

061-2 (10-86)

6/30/90

Housing Authority

707

Period Ended

Program Number

**ASSETS**

**ACCOUNT NUMBER**

**CASH**

|      |                       |           |           |
|------|-----------------------|-----------|-----------|
| 1112 | Administration Fund   | 14,959.00 |           |
| 1114 | Security Deposit Fund |           |           |
| 1117 | Petty Cash            |           | 14,959.00 |

**ACCOUNTS RECEIVABLE**

|      |   |          |          |
|------|---|----------|----------|
| 1121 | Federal and EOCD—Section 8 Subsidy—Shelter Rent |          |          |
| 1122 | Tenants Accounts Receivable                     | 500.00   |          |
| 1125 | EOCD Subsidy                                    | 1,090.00 |          |
| 1129 | Other   |          | 1,590.00 |

**ADVANCES**

|      |                         |  |          |
|------|-------------------------|--|----------|
| 1155 | Revolving Fund Advances |  | 2,000.00 |
|------|-------------------------|--|----------|

**INVESTMENTS**

|      |                           |  |           |
|------|---------------------------|--|-----------|
| 1162 | Investments (Schedule II) |  | 25,000.00 |
|------|---------------------------|--|-----------|

**FISCAL AGENT FUNDS**

|      |  |  |  |
|------|--|--|--|
| 1171 | Debt Service Fund (Schedule I)                   |  |  |
| 1172 | Debt Service Trust Fund—Cash (Schedule I)        |  |  |
| 1173 | Debt Service Trust Fund—Investments (Schedule I) |  |  |
| 1176 | Debt Service Subsidy (Schedule VI)               |  |  |

**DEFERRED CHARGES**

|      |                          |  |  |
|------|--------------------------|--|--|
| 1211 | Prepaid Insurance        |  |  |
| 1212 | Inventory—Materials/Fuel |  |  |
| 1290 | Other (Schedule III)     |  |  |

**DEVELOPMENT COST**

|        |   |     |  |
|--------|---|-----|--|
| 1400.2 | Development Cost                                    |     |  |
| 1400.3 | Less: Dev. Cost Liquidation                         | ( ) |  |
| 1400.4 | Inventory of Furniture & Equipment                  |     |  |
| 1400.5 | Dev. Cost Inventory of Furniture & Equipment—Contra | ( ) |  |
|        | (Date of Last Physical Inventory / / )              |     |  |
| 1400.6 | Completed Modernization Cost                        |     |  |
| 1690   | Undistributed Debits                                |     |  |

**TOTAL ASSETS**

43,549.00

**LIABILITIES AND SURPLUS**

**ACCOUNTS PAYABLE**

|      |   |          |          |
|------|---|----------|----------|
| 2111 | Accounts Payable—Other (Schedule IV)      |          |          |
| 2112 | Contract Retentions                       |          |          |
| 2114 | Tenants Security Deposits                 |          |          |
| 2117 | Employee's Payroll Deductions             |          |          |
| 2118 | Accounts Payable—EOCD Subsidy Overpayment | 2,921.00 |          |
| 2119 | Accounts Payable—Revolving Fund           |          | 2,921.00 |

**ACCRUED LIABILITIES**

|      |  |  |  |
|------|--|--|--|
| 2137 | Payment in Lieu of Taxes                     |  |  |
| 2139 | Accrued Liabilities—Other                    |  |  |
| 2140 | Matured Interest and Principal (Schedule VI) |  |  |

**DEFERRED CREDITS**

|      |                              |           |           |
|------|------------------------------|-----------|-----------|
| 2210 | Prepaid Partial Payments—707 | 35,400.00 |           |
| 2240 | Tenants Prepaid Rents        |           |           |
| 2290 | Undistributed Credits        |           |           |
| 2291 | Deferred Subsidy             |           |           |
| 2292 | Deferred Credits—Other       |           | 35,400.00 |

**FIXED LIABILITIES**

|      |  |     |  |
|------|--|-----|--|
| 2320 | Grants Issued                              |     |  |
| 2321 | Bonds Issued                               |     |  |
| 2323 | Less: Bonds Retired                        | ( ) |  |
| 2324 | Cumulative EOCD Modernization Contribution |     |  |
| 2325 | Notes Issued                               |     |  |
| 2326 | Less: Notes Retired                        | ( ) |  |

**SURPLUS**

|      |                           |          |          |
|------|---------------------------|----------|----------|
| 2400 | Valuation of Fixed Assets |          |          |
| 2460 | Gifts and Donations       |          |          |
| 2550 | Debt Service Reserve      |          |          |
| 2551 | Unamortized Bond Premium  |          |          |
| 2552 | Debt Service Requirement  | ( )      |          |
| 2553 | Debt Service Contribution |          |          |
| 2560 | Capital Reserve           |          |          |
| 2590 | Operating Reserve         | 5,228.00 |          |
| 2700 | Net Income (Deficit)      | 5,228.00 | 5,228.00 |

**TOTAL LIABILITIES AND SURPLUS**

43,549.00

[illegible]

ENFIELD HOUSING AUTHORITY

YEAR-END ADJUSTING AND CLOSING ENTRIES

JV87-4

| <u>Account</u> | <u>Description</u>           | <u>Debit</u> | <u>Credit</u> |
|----------------|------------------------------|--------------|---------------|
| 1125.1         | Accounts Receivable - EOCB   |              |               |
|                | Subsidy - Administrative Fee | 1,090.00     |               |
| 3400           | Administrative Fee           |              | 1,090.00      |

To adjust for Administrative Fee per line 3 form 076 submitted on the 1st day of the second month following the end of the fiscal year. (See page 12-27)

JV87-5

|        |                         |        |        |
|--------|-------------------------|--------|--------|
| 3610   | Interest Income         | 121.00 |        |
| 2118.2 | Accounts Payable - EOCB |        |        |
|        | Excess Interest Income  |        | 121.00 |

To adjust for Excess Interest Income Due to EOCB per line 10 form 072. (See page 12-29)

JV87-6

|        |                                |            |            |
|--------|--------------------------------|------------|------------|
| 3400   | Administrative Fee             | 18,769.00  |            |
| 3610   | Interest on Investments        | 279.00     |            |
| 3690   | Other Operating Receipts       | 100.00     |            |
| 4000   | Operating Expense Control      |            | 16,350.00  |
| 6580   | Collection Loss                |            | 80.00      |
| 7520   | Replacement of Equipment       |            | 290.00     |
| 2700   | Net Income (Deficit)           | 2,428.00   | 2,428.00   |
| 2590   | Operating Reserve              |            | 2,428.00   |
| 2215   | Payment to Landlords - MHFA    |            | 22,600.00  |
| 2215.1 | Payment to Landlords - SS      |            | 177,200.00 |
| 2216.1 | Charges to Tenants - 707       | 66,600.00  |            |
| 2210   | Prepaid Partial Payments - 707 | 136,000.00 |            |
| 2218.1 | Accounts Payable - EOCB        |            | 2,800.00   |

To close fiscal year end June 30, 1990. (See page 12-28)





## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_  
 May 15 \_\_\_\_\_  
 Aug. 15 X \_\_\_\_\_  
 Nov. 15 \_\_\_\_\_  
 Revision \_\_\_\_\_

Enfield Housing Authority

(Agency Name)

CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
 OF COMMONWEALTH ANNUAL CONTRIBUTION

FOR THE PERIOD 10 - 1 TO 12 - 31, 19 90

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all Line 1s,<br>columns A, B & C of all<br>attached 075 Forms)      | 35,600.                            | 36,000.  | 71,600.   |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  | 35,400.   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  | 36,200.   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
 (USED ON SECOND QUARTER OF FISCAL YEAR)

|   |         |  |
|---|---------|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        | 121.    |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |         |  |
| 6. Overpayment Due EOCD<br>(Line 32 of Form 071) (Debit Account #2118)          | 2,800.  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) | 33,279. |  |

Prepared by

Title

Date

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name

Chairperson or Executive Director

Date



## Chapter 707 Rental Assistance Program components

- I. Scattered-site: Chapter 707 subsidies assigned to certificate holders who then locate private market units.
- II. MHFA: Chapter 707 subsidies allocated to specific MHFA developments. Provide the name of each development, and submit separate 077 and 075 forms for each development.
- III. Other Chapter 707 Program components

The following are other components of the Chapter 707 Program:

Mod Rehab: Chapter 707 subsidies allocated to specific rehabilitation projects for a minimum of 5 years. Separate 077 and 075 forms must be submitted for each separate ACC awarded. Include ACC # at the top of the form.

Core Focus: Massachusetts Small Cities funding combined with Chapter 707 Mod Rehab rent subsidies. Submit separate 077 and 075 forms for each ACC awarded. Include ACC # at the top of the form.

FHMA: Chapter 707 rent subsidies allocated to specific Farmer's Home Administration 515 developments. Provide separate 077 and 075 forms for each ACC awarded. Include ACC # at the top of the form.

707/DSS: Chapter 707 subsidies awarded in conjunction with Department of Social Services (DSS) residential service programs. Provide one 077 and 075 form for all DSS projects

707/DMH: Chapter 707 subsidies awarded in conjunction with Department of Mental Health (DMH) residential service programs. Provide one 077 and 075 form for all DMH projects.

SHARP: Chapter 707 subsidies provided as "back-up" to SHARP developments financed by MHFA. DO NOT report Chapter 707 Scattered-site Certificates leased in SHARP developments in this component. These Certificates should be reported in the Scattered-site component. SHARP back-up will usually include "DMH" back-up units, where DMH refers the tenant. These are contractually SHARP units, not to be confused with the DMH program.





III. Other Chapter 707 Program components (continued)

TELLER: Chapter 707 subsidies committed to specific TELLER projects through a separate ACC. Do NOT report Scattered-site Certificates under lease in TELLER projects under this component. Those Certificates should be reported in the Scattered-site component.

Miscellaneous: Report the following Chapter 707 subsidy projects under this component:

- NIP
- Congregate
- Project specific 707 subsidies not included in any of the above program components.

Provide separate 077 and 075 forms for each project under ACC.



## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_

May 15 \_\_\_\_\_

Aug. 15 \_\_\_\_\_

Nov. 15 \_\_\_\_\_

Revision \_\_\_\_\_

(Agency Name) \_\_\_\_\_

CONSOLIDATED QUARTERLY REQUISITION FOR PARTIAL PAYMENT  
OF COMMONWEALTH ANNUAL CONTRIBUTION

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_, 19 \_\_\_\_\_

|   | (A)                                | (B)  | (C)   | (D)                   |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(Total of all Line 1s,<br>columns A, B & C of all<br>attached 075 Forms)      |                                    |  |   |                       |
| 2. Total Partial Payments Previously requisitioned for<br>Fiscal Year to Date (Line 1 column C previous requisition or<br>column D if Modified by EOCD) |                                    |  |   |                       |
| 3. Partial Payment Requested (Line 1 less Line 2)   |                                    |  |   |                       |

ADJUSTMENT TO QUARTERLY REQUISITION FOR YEAR-END SETTLEMENT  
(USED ON SECOND QUARTER OF FISCAL YEAR)

|   |  |  |
|---|--|--|
| 4. Excess Interest Income<br>(Line 10 of Form 072) (Debit Account #2118)        |  |  |
| 5. Underpayment Due LHA<br>(Line 31 of Form 071) (Credit Account #1125)<br>or   |  |  |
| 6. Overpayment Due EOCD<br>Line 32 of Form 071) (Debit Account #2118)           |  |  |
| 7. Total Quarterly Request<br>(Line 3 minus Line 4 plus Line 5 or minus Line 6) |  |  |

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

Name \_\_\_\_\_

Chairperson or Executive Director \_\_\_\_\_

Date \_\_\_\_\_





## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

075 (03-90)

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 15 \_\_\_\_\_

May 15 \_\_\_\_\_

Aug. 15 \_\_\_\_\_

Nov. 15 \_\_\_\_\_

Revision \_\_\_\_\_

(Agency Name) \_\_\_\_\_

## QUARTERLY REQUISITION FOR PARTIAL PAYMENT OF COMMONWEALTH

## ANNUAL CONTRIBUTION BY PROGRAM COMPONENT

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_, 19 \_\_\_\_\_

☐ Scattered Site      ☐ MHFA \_\_\_\_\_ (Name)      ☐ Other \_\_\_\_\_ (Program)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Name/ACC #)

MAXIMUM ANNUAL CONTRIBUTIONS AMOUNT \$ \_\_\_\_\_

MAXIMUM QUARTERLY CONTRIBUTIONS AMOUNT \$ \_\_\_\_\_

TOTAL MAXIMUM NUMBER OF UNITS UNDER ACC \_\_\_\_\_

A. Number of Units Under Lease Last Day of Previous Quarter

B. Estimated Number of Units Under Lease at End of Current Quarter

C. Estimated Monthly Average of Units to Be Leased During Requested Quarter

D. Average Monthly Rental Assistance Payment Per Unit as of Date of Requisition

E. Line C x 3 months x Average Payment Line D =

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|   | A                                  | B  | C   | D                     |
|---|------------------------------------|--|---|-----------------------|
|   | Cost<br>Through<br>Current Quarter | Estimated Cost<br>to End of<br>Requested Quarter<br>(Line E Above) | Cumulative<br>Total Funds<br>Required<br>(Col. A + B) | EOCD<br>Modifications |
| 1. RENTAL ASSISTANCE<br>PAYMENTS (ACCOUNT 2215<br>LESS 2216 ESTIMATED)<br>(BRING AMOUNTS FORWARD<br>TO FORM 074 LINE 1) |                                    |  |   |                       |

075 (03-90)



## EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT

## CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Feb. 1st \_\_\_\_\_

May 1st \_\_\_\_\_

Aug. 1st \_\_\_\_\_

Nov. 1st \_\_\_\_\_

\_\_\_\_\_  
(Agency Name)

## CONSOLIDATED QUARTERLY REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_, 19 \_\_\_\_\_

## ADMINISTRATIVE FEE CALCULATION

## RECONCILIATION OF PREVIOUS QUARTER(S)

1. Total Fee Earned (Total of all Line 11s, column D of all attached 077 Forms)
2. Deduct Previous 80% Advance (Line 6 previous requisition Form 076)
3. Underpayment Due LHA (Line 1 exceeds line 2)  
or
4. Overpayment Due EOCD (Line 2 exceeds Line 1)

| QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|--------------------|----------------------|
|                    |                      |
|                    |                      |
|                    |                      |
|                    |                      |

## ADVANCE OF FEE FOR NEXT QUARTER

5. Total Ongoing Fee Earned (Total of all Line 5s, column D of all attached 077 Forms)
6. Advance for Next Quarter (80% of Line 5 above)

|  |  |
|--|--|
|  |  |
|  |  |

## TOTAL REQUISITION FOR ADMINISTRATIVE FEE

7. Total Fee To Be Paid (Line 6 plus Line 3 or minus Line 4)  
(Credit amount to account 3400 and adjust the 3400 account at the end of the fiscal year to equal the amounts earned per Line 1 above for each of the four applicable requisitions.)

|  |  |
|--|--|
|  |  |
|--|--|

\_\_\_\_\_  
Prepared by\_\_\_\_\_  
Title\_\_\_\_\_  
Date

I hereby certify that all applicable provisions of Chapter 707, Acts of 1966 as amended, and the regulations pertaining thereto have been and are now being complied with by this authority and that this particular request for an advance of funds and the information on which it is based has been examined by me and, to the best of my knowledge and belief, is true and complete.

\_\_\_\_\_  
Name\_\_\_\_\_  
Chairperson or Executive Director\_\_\_\_\_  
Date





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
CHAPTER 707 RENTAL ASSISTANCE PROGRAM

DUE: Jan 1st \_\_\_\_\_  
Apr 1st \_\_\_\_\_  
Jul 1st \_\_\_\_\_  
Oct 1st \_\_\_\_\_

(Agency Name) \_\_\_\_\_

QUARTERLY PROGRAM REQUISITION FOR PAYMENT OF ADMINISTRATIVE FEE  
AND REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS BY PROGRAM COMPONENT

FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_, 19 \_\_\_\_\_

☐ Scattered Site ☐ MHFA \_\_\_\_\_ (Name) ☐ Other \_\_\_\_\_ (Program)  
\_\_\_\_\_  
\_\_\_\_\_  
(Name / ACC #)

ANNUAL CONTRIBUTIONS CONTRACT (ACC) AMOUNT \_\_\_\_\_

TOTAL MAXIMUM NUMBER OF UNITS UNDER (ACC) \_\_\_\_\_

| Section I | ONGOING FEE  | A      | B   | C   | D                  | E                    |
|-----------|--|--------|-----|-----|--------------------|----------------------|
|           |  | MONTHS |     |     | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|           |  | 1st    | 2nd | 3rd |                    |                      |
| 1.        | Total # of Units Leased last day of previous month (1st month the same as 3rd month Line 4 previous requisition) |        |     |     |                    |                      |
| 2.        | Total # of New Units Leased for each month See Form 078  |        |     |     |                    |                      |
| 3.        | Total # of Units Terminated for month See Form 078   |        |     |     |                    |                      |
| 4.        | Total # of Units Leased end of month   |        |     |     |                    |                      |
| 5.        | Total Units Line 4, Column D Above _____ x Fee \$ _____ =<br>(Bring Amount Forward to Form 076, Line 5)          |        |     |     |                    |                      |

Section II DEVELOPMENT AND PRELIMINARY FEES

DEVELOPMENT FEES

6. One time fee for each unit when contract is awarded. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =

7. One time fee for each unit when it is actually leased for the first time. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =

PRELIMINARY FEES

8. Total new units - line 2 column D above. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =

9. Issuing fee. Units \_\_\_\_\_ x Fee \$ \_\_\_\_\_ =

10. TOTAL DEVELOPMENT AND PRELIMINARY FEES  
(add line 6 + 7 + 8 + 9).

Section III TOTAL FEE EARNED

1. (Add line 5D + 10D.) (Bring amount forward to Form 076, line 1.)

Section IV REPORT OF ACTUAL RENTAL ASSISTANCE PAYMENTS

|  | A      | B   | C   | D                  | E                    |
|--|--------|-----|-----|--------------------|----------------------|
|  | MONTHS |     |     | QUARTERLY<br>TOTAL | EOCD<br>MODIFICATION |
|  | 1st    | 2nd | 3rd |                    |                      |
| Actual Rental Assistance Payments (Account 2215 - 2216)                          |        |     |     |                    |                      |
| Total Units Under Lease end of month (Line 4 above)                              |        |     |     |                    |                      |
| Actual Per Unit Month Rental Assistance Cost (Line 12 ÷ 13)                      |        |     |     |                    |                      |
| Average Rental Assistance Cost for New Units Reported on Line 2, Section I Above |        |     |     |                    |                      |

*(The page contains faint, illegible markings or bleed-through from another document.)*





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SECTION 13:

ACCOUNTING FOR THE MODERNIZATION PROGRAM

PURPOSE OF REVISION #1

- 1) To simplify the accumulation of accounting data by eliminating the need to accumulate cost by Budget Category and by Project.
- 2) To comply with the 1986 Tax Reform Act.

HIGHLIGHTS OF MAJOR CHANGES

- 1) This revised system is effective July 1, 1988.
- 2) Funding and accumulation of costs under the revised system is by WORK PLAN. LHAs will no longer track funds received by Budget Category and by Project.
- 3) All funding under the revised system must be maintained in a new bank account and a new general ledger, eliminating any opportunity for the funds received per Work Plan to be commingled with funds received per Budget Category as in previous modernization financial procedures. LHAs may maintain one bank account for all modernization Work Plans.
- 4) Due to changes in the federal tax code, charges to Employee Benefits, Account 1410.09, for modernization programs are restricted to the following:
  - A) FICA - Employer's share of social security tax
  - B) FUTA - Employer's share of unemployment tax
  - C) GIC - Employer's share of group health insurance

- 5) Operating Reserve, Capital Reserve and Other Funding Sources as designated in the Work Plan must be transferred to the new modernization account upon approval of the Work Plan by EOCD. These funds must be used by the LHA prior to the use of EOCD 2900 account, Grant Funds. These funds, when transferred to the new modernization bank account, are applied to the individual Work Plan as a credit to the individual 1400 account Work Plan Cost Control and the corresponding subsidiary account as follows:

| <u>Description</u>      | <u>Subsidiary<br/>Account Number</u> |
|-------------------------|--------------------------------------|
| Operating Reserve Funds | 1491                                 |
| Capital Reserve Funds   | 1492                                 |
| Other Funding           | 1498                                 |

These funds should be recorded as a debit to 1129 Accounts Receivable (applicable program) and as a credit to the appropriate 1400 subsidiary account.

- 6) Interest Income must be assigned to the applicable Work Plan 1420.7 subsidiary account as it is recorded on cash basis. (The previously used Interest on Modernization Funds Unapplied, Account 2999, and Interest on Modernization Funds Applied, Account 2920.92, have been eliminated.)
- 7) The revised Modernization Accounting System permits the use of the 1480 account Contract Work-In-Process-Modernization since it is probable that LHAs will hire an architect or construction contractor who will perform work under one contract that is chargeable to more than one Work Plan. All 1480 costs must be transferred to the applicable 1430 and 1450 accounts for quarterly reporting purposes.

The worksheet concept as described in Section 13 and Section 6 of this Manual may continue to be used.

8) LHAs must submit quarterly financial statements to EOCD as follows:

098 Budget & Detailed Cost Report - (one for each individual Work Plan Number)

090 Quarterly Consolidated Modernization Cost Report  
(one for each LHA, showing all open Work Plan Numbers)

091 Modernization Balance Sheet  
(one for each LHA, showing all open Work Plan Numbers)

9) Through Form 090, Quarterly Consolidated Modernization Cost Report, the LHA must identify all Work Plans that closed during the reporting quarter. EOCD then prepares Close-Out Documents indicating the appropriate journal entries to transfer the Work Plan to the Management Balance Sheet during the next quarter. Closed Work Plans should remain on the 090 and 091 forms until an official close out letter is issued by EOCD.

#### WORK PLAN DESCRIPTION

The revised modernization system centers around the use of individual modernization funding units known as Work Plans. Work Plans are comprised of individual work items. EOCD assigns Work Plan numbers and work items numbers to individual Work Plans. LHAs must accumulate all modernization costs, grant funds received, accounts payable, and contract retentions by the individual four-digit Work Plan number. Work Plan numbers fall under Modernization Categories as follows:

1000 General Modernization

2000 Energy Set-aside

:



- 3000 Special Needs Set-aside
- 4000 Smoke Detectors and Fire Alarms
- 5000 Project Specific
- 6000 Day Care
- 7000 State Modernization for Federal Housing

Individual Work Plans are assigned a Work Plan Number by EOCD  
(i.e. 1001, 1002, 2001, 2002, etc.).

#### FLOW OF DATA

The revised Modernization Accounting System includes five Budget and Reporting Forms:

- 096 Work Item Request Form
- 097 Work Plan Authorization
- 098 Budget & Detailed Cost Report
- 090 Consolidated Modernization Cost Report
- 091 Balance Sheet

The accounting flow of data through the use of the Budget & Reporting forms is as follows:

#### BUDGETING

- 1) 096 FORM  
WORK ITEM REQUEST FORM  
LHA's proposal per assessment of needs for all Work Plans.  
  
EOCD approves contract costs for all Work Plans and assigns all Work Plan Numbers and Work Item Numbers.
- 2) 097 FORM  
WORK PLAN AUTHORIZATION  
EOCD prepares separate 097 for each Work Plan and adds in totals only for the following items:
  - a) Contingencies
  - b) A & E fees
  - c) Contract Administration
  - d) LHA Administration

3) 098 FORM (2 Pages)

BUDGET & DETAILED COST REPORT

USED FOR 3 PURPOSES

- 1) Original Budget
- 2) Budget Revision
- 3) Quarterly Detailed Cost Report

LHA prepares 098 form for each Work Plan. Data is extracted from 097 form approved by EOCD. LHA breaks down Contract Administration and LHA Administration as described on page 13 - 10.

EOCD approves LHA prepared 098 form. (Budget)

QUARTERLY REPORTING

1) 098 FORM (2 Pages)

BUDGET & DETAILED COST REPORT

LHA prepares separate 098 form (cost report) on quarterly basis (Approved Budget vs. Actual) for each Work Plan. Due 30 days after end of quarter.

2) 090 FORM

CONSOLIDATED MODERNIZATION  
COST REPORT

LHA prepares one 090 quarterly report for ALL Work Plans. LHA identifies closed Work Plans which initiates EOCD's Close-Out Documentation. Due 30 days after end of quarter.

3) 091 FORM

BALANCE SHEET

LHA prepares one 091 quarterly Balance Sheet for ALL Work Plans which ties out to 090 form. Due 30 days after end of quarter.

An example of the accounting data flow, including the use of the Budget and Reporting forms, begins on page 13 - 9.

GENERAL LEDGER MAINTENANCE

Particular attention should be paid to the following general ledger maintenance procedures:

ACCOUNT 1420.07

All interest income received must be assigned to a 1420.07 account by Work Plan on a cash basis as interest income is recorded.

#### ACCOUNT 1480, CONTRACT WORK-IN-PROCESS

LHAs may have one architect or one construction contractor perform work under one contract for more than one Work Plan and invoices may not clearly indicate which Work Plan should be charged. Account 1480 may be used as a holding account for these charges. However, 1480 accounts must be redistributed to the appropriate 1430 and 1450 accounts at the end of each quarter. A worksheet may be maintained to clear out the 1480 accounts for the quarterly reporting. It is not necessary to make a journal entry to close out a particular 1480 account until the final payment is made per the individual contract.

#### CASH ACCOUNT

All work plans may be maintained under one cash account. This is easily accomplished if each general ledger account other than cash is maintained with the use of the four-digit Work Plan number as a suffix to the general ledger account number.

#### ACCOUNT 1400, MODERNIZATION COST CONTROL

The following general ledger account numbers have been added:

1491 Operating Reserve

1492 Capital Reserve

1498 Other Funding

These accounts are subsidiary accounts to the 1400 Modernization Cost Control. They are always a credit balance. The use of these accounts with the proper Work Plan suffix (i.e. 1001, 1002, etc.) ensures that all funds assigned to the individual Work Plan are used first. The Net Work Plan Cost is then properly reduced at the start of the program so that Modernization funds are used after all other funds have been disbursed.

Operating Reserve, Capital Reserve and Other Funding Sources must be recorded as an accounts receivable from the assigned program, i.e. 667-C, 200-C, 705-C, etc., at the start of the Work Plan. The first quarterly report for any particular Work Plan must reflect the applicable credit balance in the 1491, 1492 and 1498 accounts.

The modernization account numbers are twelve-digit numbers and track costs by line item, Work Plan and work item.

An example of the general ledger system is as follows:

|             | <u>Basic<br/>Number</u> | <u>Work<br/>Plan</u> | <u>Work<br/>Item</u> |
|-------------|-------------------------|----------------------|----------------------|
| Advertising | 1 4 1 0.0 6             | 1 0 0 1              | 0 1                  |
| Digit       | 1 2 3 4 5 6             | 7 8 9 10             | 11 12                |

It may not be possible in all cases for LHAs to maintain individual work item numbers for all 1400 cost accounts. The use of the work item is recommended, but not mandatory. The Work Plan number must be used by all LHAs as this is the primary identification of the modernization funding unit.

Payment to contractors may make use of the fifth and sixth digits of the above noted account numbering system to identify a particular contract.

For example:

|         |                |
|---------|----------------|
| 1450.01 | X Contract Co. |
| 1450.02 | Y Contract Co. |



An example of payment to a contractor for Roof Replacement is as follows:

| <u>Basic<br/>Number</u> | <u>Contractor</u> | <u>Work<br/>Plan</u> | <u>Work<br/>Item</u> |
|-------------------------|-------------------|----------------------|----------------------|
| 1450                    | 01                | 1001                 | 01                   |

1450 Basic General Ledger Number  
 01 Contractor - X Contract Co.  
 1001 Work Plan - 1001  
 01 Work Item 01 Roof Replacement

#### GRANT FUNDS AND OTHER FUNDING SOURCES

The recording of grant funds received per the Payment Voucher (PV) form as well as of other funding sources such as Operating Reserve, Capital Reserve, and Interest Income must always include the designated Work Plan number.

An example of these accounts is as follows:

| <u>Basic Number</u> | <u>Work Plan<br/>Number</u>  |
|---------------------|------------------------------|
| 2900                | 1001 Grant Funds             |
| 1491                | 1001 Operating Reserve Funds |
| 1492                | 1001 Capital Reserve Funds   |
| 1420.7              | 1001 Interest Income         |

EXAMPLE

ENFIELD HOUSING AUTHORITY MODERNIZATION

Enfield Housing Authority prepares and submits a Modernization Work Item Request Form, Form 096, to EOCD as illustrated on pages 13 - 15 & 16.

Enfield fills out only columns 1 through 4 describing its modernization needs for all projects and assigning a priority ranking as follows:

- 1) Highest Priority
- 2) Medium Priority
- 3) Priority

EOCD reviews the Enfield 096 Request Form and approves amount as shown in column 5 and also assigns a Work Plan Number and Work Item Number in column 6 and 7 respectively.

EOCD then prepares a Modernization Work Plan Number Authorization Form 097, for each Work Plan Number assigned on the 096 form.  
(See page 13 - 17).

The 097 form includes the following 5 major cost categories:

- 1) Construction Cost (Amounts Approved on 096 Form)
- 2) Construction Contingency
- 3) Architect and Engineering Fees
- 4) Contract Administration Cost
- 5) LHA Administration

The illustration of the 097 form on page 13 - 17 includes only Work Plan Number 1002. Separate 097 forms would be prepared by EOCD for Work Plans 2002, 3001, 4002 and 6001 as approved on the 096 form per pages 13 - 15 & 16.

The approved 097 form(s) are sent to Enfield Housing Authority to be utilized in preparing the Budget & Detailed Cost Report, Form 098.

(See pages 13 - 18 & 19). Enfield, in preparing Form 098, must extract the individual totals from the 097 form as follows:

| <u>FORM 097</u>                 |    | <u>FORM 098</u>   |
|---------------------------------|----|---|
| Individual work items, Column 4 | to | Column 6, Lines 15 to 21  |
| Line 5, Column 5                | to | Column 6, Line 22   |
| Line 5, Column 6                | to | Column 3, Line 31, and to Lines 11 and 14.  |
| Line 5, Column 7                | to | Column 4, Line 31 and the distribution (breakdown prepared by LHA subject to EOCD approval) to Lines 2,4,5,6,12,13. |
| Line 5, Column 8                | to | Column 5, Line 31 and the distribution (breakdown prepared by LHA subject to EOCD approval) to Lines 1,3,5,6,25.    |
| Line 2, Column 9                | to | Column 6, Line 28   |
| Line 3, Column 9                | to | Column 6, Line 29   |
| Line 4, Column 9                | to | Column 6, Line 30   |

EOCD approves the Enfield Form 098 (See pages 13 - 18 & 19). Column 6 is not modified by EOCD.

The Gross Work Plan Cost is \$2,000,000.00. The Operating Reserve and Capital Reserve funding reduces the Net Work Plan Cost to \$1,710,000.00 for Work Plan 1002.

(1)

Enfield sets up Accounts Receivable for Operating Reserve and Capital

Reserve Funds due from 667-C Management.

| <u>Account No.</u> |                           | <u>Debit</u> | <u>Credit</u> |
|--------------------|---------------------------|--------------|---------------|
| 1129.1             | 667-C Management          | 290,000.00   |               |
| 1491-1002          | Operating Reserve Funding |              | 200,000.00    |
| 1492-1002          | Capital Reserve Funding   |              | 90,000.00     |

The following activity and accounting entries take place in September 1988:

(2)

EOCD approves the contract for the Architect in the amount of \$117,000.00.

|        |                       |            |            |
|--------|-----------------------|------------|------------|
| 1800.1 | Contract Awards Arch. | 117,000.00 |            |
| 1810.2 | Contract Awards       |            | 117,000.00 |

(3)

Enfield requisitions and receives, per the PV, the Architect Fee.

|           |                     |            |            |
|-----------|---------------------|------------|------------|
| 1111      | Cash                | 117,000.00 |            |
| 2900-1002 | Modernization Grant |            | 117,000.00 |

NOTE: The Payment Voucher (PV) clearly indicates which Work Plan is the funding source.

(4)

EOCD approves contracts for contractor 01, Roof Replacement, \$1,400,000.00

and contractor 02, Kitchen Cabinets, for \$280,000.00.

|        |                        |              |              |
|--------|------------------------|--------------|--------------|
| 1800.2 | Contract Awards (C-01) | 1,400,000.00 |              |
| 1800.3 | Contract Awards (C-02) | 280,000.00   |              |
| 1810.2 | Contract Awards        |              |              |
|        | Contra (C-01)          |              | 1,400,000.00 |
| 1810.3 | Contract Awards        |              |              |
|        | Contract (C-02)        |              | 280,000.00   |



(5)

Enfield requisitions and receives the Contract Award Amount for both contractors.

| <u>Account No.</u> |                     | <u>Debit</u> | <u>Credit</u> |
|--------------------|---------------------|--------------|---------------|
| 1111               | Cash                | 1,390,000.00 |               |
| 2900-1002          | Modernization Grant |              | 1,390,000.00  |

NOTE: The PV clearly indicates which Work Plan is also the funding source.  
(Modernization Grant is reduced by 1491 and 1492 funding)

(6)

Enfield pays the Administrative Costs for first month activity.

|              |             |          |          |
|--------------|-------------|----------|----------|
| 1410.05-1002 | Accounting  | 150.00   |          |
| 1410.06      | Advertising | 2,000.00 |          |
| 1410.19      | Sundry      | 800.00   |          |
| 1111         | Cash        |          | 2,950.00 |

(7)

Enfield pays Architect invoice and Contractors 01 and 02 per their periodical estimate.

|              |                                |            |            |
|--------------|--------------------------------|------------|------------|
| 1430.01-1002 | Architect                      | 30,000.00  |            |
| 1450.01-1002 | Contractual - Roof Replacement | 100,000.00 |            |
| 1450.02-1002 | Contractual - Kitchen Cabinets | 40,000.00  |            |
| 1810.1       | Contract Awards Contra         | 30,000.00  |            |
| 1810.2       | Contract Awards Contra         | 100,000.00 |            |
| 1810.3       | Contract Awards Contra         | 40,000.00  |            |
| 1800.1       | Contract Awards                |            | 30,000.00  |
| 1800.2       | Contract Awards                |            | 100,000.00 |
| 1800.3       | Contract Awards                |            | 40,000.00  |
| 2112.01-1002 | Contract Retention             |            | 5,000.00   |
| 2112.02-1002 | Contract Retention             |            | 2,000.00   |
| 1111         | Cash                           |            | 163,000.00 |

NOTE: Here the proper Work Plan Numbers have been established per the EOCO Payment Voucher consistent with the approved 096 form.

(8)

On 9-2-88 Enfield invests \$1,300,000.00 in a U.S. Treasury Bill at a cost of \$1,280,000.00 due on 9-25-88. (Funds for Work Plan 1002 only)

| <u>Account No.</u> |             | <u>Debit</u> | <u>Credit</u> |
|--------------------|-------------|--------------|---------------|
| 1162               | Investments | 1,280,000.00 |               |
| 1111               | Cash        |              | 1,280,000.00  |

(9)

Enfield records maturity of U.S. Treasury Bill due 9-25-88 for \$1,300,000.00 and invests \$1,400,000.00 in a U.S. Treasury Bill (applicable to all Work Plans) at a cost of \$1,390,000.00 due on 10-15-88.

|             |                        |              |              |
|-------------|------------------------|--------------|--------------|
| 1111        | Cash                   | 1,300,000.00 | 1,390,000.00 |
| 1162        | Investments            | 1,390,000.00 | 1,280,000.00 |
| 1420.7-1002 | Interest on Mod. Funds |              | 20,000.00    |

NOTE: All interest income is distributed directly to 1420.7 applicable Work Plan subsidiary account when received.

Enfield posts the above entries to the general ledger, takes a trial balance, and prepares the following reports:

|  | <u>Pages</u> |
|--|--------------|
| 098 Modernization Detailed Cost Report     | 13 - 18 & 19 |
| 090 Consolidated Modernization Cost Report | 13 - 20      |
| 091 Modernization Quarterly Balance Sheet  | 13 - 21      |

#### IMPORTANT NOTES

- 1) Enfield's Form 098, Modernization Work Plan Budget & Detailed Cost Report (pages 13 - 18 & 19) illustrates the above accounting entries for only the 1002 Work Plan.
- 2) Enfield's Forms 090, Quarterly Consolidated Modernization Cost Report (page 13 - 20) and Form 091, Modernization Balance Sheet (page 13 - 21) contain all of the open Work Plans approved by EOCD for the Enfield Housing Authority.

- 3) LHAs must submit a separate 098, Budget & Detailed Cost Report for every open Work Plan as of the end of each quarterly reporting period.
- 4) The total cost per line 31, column 8 of each individual 098 form must be brought onto column 4 of the 090 form.
- 5) The total funds approved per line 31, column 6 of each individual 098 form must be brought onto column 2 of the 090 form.
- 6) Grant funds received per column 3 of the 090 form must agree with the cash amounts received and recorded in the individual 2900 accounts and recorded on the 091 Modernization Balance Sheet form at the end of each quarter.
- 7) Columns 5 (accounts payable) and 6 (contract retention) per the 090 form must agree with the general ledger and the 091 form at the end of each quarter.
- 8) All Work Plans that have been completed should be so indicated per column 9 of Form 090. (See page 13 - 20 Work Plan 6001). Closed Work Plans should remain on the modernization general ledger and be reported on the 090 and 091 forms until an official close out letter is issued by EOCD. Per such notification the LHA should make the appropriate journal entries to transfer the closed Work Plans over to the corresponding Management Balance Sheet.
- 9) Budget Revisions should be submitted only on Form 098 Budget and Detailed Cost Report and must be accompanied by a detailed narrative which explains the requested revision. Revisions must also include new estimated completion dates for work items. Forms 096 and 097 are not used for budget revisions.



096 (7-88)

**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
HOUSING AUTHORITY  
MODERNIZATION WORK ITEM REQUEST FORM**

Housing Authority Enfield Housing AuthorityDATE OF WORK ITEM REQUEST 7-1-88Page 1 of 2

| (1)<br>Work Item Description and Assessment of Need   | (2)<br>Development Number | (3)<br>Priority Number | (4)<br>Amount Requested by LHA | For EOCD Use Only           |                         |                    |
|---|---------------------------|------------------------|--------------------------------|-----------------------------|-------------------------|--------------------|
|   |                           |                        |                                | (5)<br>EOCD Approved Amount | (6)<br>Work Plan Number | (7)<br>Work Item # |
| 1. <u>Roof Replacement</u> - Existing roof is a 20 year old tar & gravel roof, which has been repaired 5 times over the past three years. Additionally, the existing roof insulation only provides an insulation factor of 3.0. It should be replaced with new rigid insulation (R-19) and membrane roof.   | 667-1                     | 1                      | \$ 1,600,000.                  | \$ 1,400,000.               | 1002                    | 1002.1             |
| 2. <u>Replace Kitchen Cabinets</u> - Existing base & wall cabinets are 12 years old and are constructed of press board with a plastic laminate veneer. Most base cabinets have been damaged by abuse, water &/or normal wear & tear.  | 667-3                     | 3                      | \$ 300,000.                    | \$ 280,000.                 | 1002                    | 1002.2             |
| 3. <u>New Windows</u> - Existing windows are single pane double hung windows, installed in 1965. These windows present a tremendous source of heat loss and cause water damage due to condensation. To be replaced with double hung thermopane aluminum windows.  | 667-4                     | 2                      | \$ 300,000.                    | \$ 300,000.                 | 2002                    | 2002.2             |
| 4. <u>Bathroom Floors &amp; Tub Enclosures</u> - Existing flooring consists of 10 year old (original) sheet vinyl over a 4" concrete slab. Existing floors have holes & pose a significant safety hazard. We propose to replace vinyl with ceramic tile in each of the bathrooms. Existing tub enclosures are permitting water to infiltrate the walls. New enclosures are essential. | 689-1                     | 2                      | \$ 10,000.                     | \$ 10,000.                  | 3001                    | 3001.1             |
| 5. <u>Heating System Replacement</u> - Replace existing 30 year old oil fired, central steam system with a new gas fired, forced hot water system in each of the 3 buildings.   | 200-1                     | 1                      | \$ 1,200,000.                  | \$ 1,400,000.               | 4002                    | 4002.1             |
| <b>TOTAL</b>  |                           |                        |                                |                             |                         |                    |

LHA Approval:

EOCD Approval:

Chairperson

Signature

Date

Name and Title

Signature

Date

096 (7-88)

7/1/88



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096 (7-88)

**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
HOUSING AUTHORITY  
MODERNIZATION WORK ITEM REQUEST FORM**

Housing Authority Enfield Housing AuthorityDATE OF WORK ITEM REQUEST 7-1-88Page 2 of 2

| (1)<br>Work Item Description and Assessment of Need  | (2)<br>Development Number | (3)<br>Priority Number | (4)<br>Amount Requested by LHA | For EOCD Use Only           |                         |                    |
|--|---------------------------|------------------------|--------------------------------|-----------------------------|-------------------------|--------------------|
|  |                           |                        |                                | (5)<br>EOCD Approved Amount | (6)<br>Work Plan Number | (7)<br>Work Item # |
| 1. Day Care Center - Renovate 1800 sq. feet of Basement Space for multi-purpose daycare/adult education/community space.<br>See attached needs assessment plan | 705-1                     | 3                      | \$ 230,000.                    | \$ 230,000.                 | 6001                    | 6001.1             |
| 2.   |                           |                        |                                |                             |                         |                    |
| 3.   |                           |                        |                                |                             |                         |                    |
| 4.   |                           |                        |                                |                             |                         |                    |
| 5.   |                           |                        |                                |                             |                         |                    |
| <b>TOTAL</b>   |                           |                        | \$ 3,640,000.                  | \$ 3,620,000.               |                         |                    |
| LHA Approval:  |                           |                        | EOCD Approval:                 |                             |                         |                    |
| Chairperson  |                           |                        | Signature                      |                             |                         |                    |
| Signature  |                           |                        | Date                           |                             |                         |                    |
| Name and Title   |                           |                        | Signature                      |                             |                         |                    |
| Date   |                           |                        | Date                           |                             |                         |                    |

096 (7-88)

[illegible]

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
HOUSING AUTHORITY  
HODD MODERNIZATION WORK PLAN NUMBER AUTOMIZATION

MODERNIZATION WILL PLAY A MAJOR ROLE  
1002[illegible]

\* Must have approved budget (Form 098) before expenditure of these funds may be made.

| EOCD APPROVAL  |  |
|----------------|--|
| Name and Title |  |

**Signature**

Date \_\_\_\_\_

**097 (7-88)**



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**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
MODERNIZATION WORK PLAN  
BUDGET & DETAILED COST REPORT**

WORK PLAN # 1002

Page 1 of 2

Housing Authority ENFIELDBudget ☐Budget Rev. ☐ #Detailed Cost Report ☒

for Period Ending

9-30-88

| (1)             |   | (2)            | (3)      | (4)             | (5)        | (6)                 | (7)               | (8)           |
|-----------------|---|----------------|----------|-----------------|------------|---------------------|-------------------|---------------|
| ADMINISTRATION  |   | Account Number | A & E    | Contract Admin. | LHA Admin. | Consolidated Budget | EOCD Modification | Actual        |
| 1               | Salaries                                    | 1410.01        |          |                 | 16,700.    | 16,700.             |                   |               |
| 2               | Tenant Coordinator                          | 1410.02        |          | 6,300.          |            | 6,300.              |                   |               |
| 3               | Accounting                                  | 1410.05        |          |                 | 1,800.     | 1,800.              |                   | 150.00        |
| 4               | Advertising                                 | 1410.06        |          | 3,000.          |            | 3,000.              |                   | 2,000.00      |
| 5               | Employee Benefits<br>(FICA, FUTA, GIC only) | 1410.09        |          | 1,800.          | 5,800.     | 7,600.              |                   |               |
| 6               | Sundry                                      | 1410.19        |          | 500.            | 5,700.     | 6,200.              |                   | 800.00        |
| 7               | <b>TOTAL ADMIN.</b>                         |                |          | 11,600.         | 30,000.    | 41,600.             |                   | 2,950.00      |
| <b>INCOME</b>   |   |                |          |                 |            |                     |                   |               |
| 8               | Miscellaneous Income                        | 1420.06        |          |                 |            | ( - )               |                   | ( - )         |
| 9               | Interest Income                             | 1420.07        |          |                 |            | ( - )               |                   | ( 20,050.00 ) |
| 10              | <b>TOTAL INCOME</b>                         |                |          |                 |            | ( - )               |                   | ( 20,000.00 ) |
| <b>PLANNING</b> |   |                |          |                 |            |                     |                   |               |
| 11              | Architect Cost                              | 1430.01        | 117,000. |                 |            | 117,000.            |                   | 30,000.00     |
| 12              | Architect Reimbursement                     | 1430.02        |          | 4,000.          |            | 4,000.              |                   |               |
| 13              | Clerk of Works                              | 1430.07        |          | 18,000.         |            | 18,000.             |                   |               |
| 14              | <b>TOTAL PLANNING</b>                       |                | 117,000. | 22,000.         |            | 139,000.            |                   | 30,000.00     |

\*FICA—Employer's Share of Social Security Tax  
FUTA—Employer's Share of Unemployment Tax  
GIC—Employer's Share of Group Health Insurance

098 (7-88)

[illegible]



098 (7-88)

**EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
MODERNIZATION WORK PLAN  
BUDGET & DETAILED COST REPORT**

WORK PLAN # 1002

Page 2 of 2

for Period Ending 9-30-88

| (1)<br>CONTRACT COST WORK<br>ITEM # | (2)<br>Account<br>Number | (3)<br>A & E | (4)<br>Contract<br>Admin. | (5)<br>LHA<br>Admin. | (6)<br>Consolidated<br>Budget | (7)<br>EOCD<br>Modification | (8)<br>Actual  |
|-------------------------------------|--------------------------|--------------|---------------------------|----------------------|-------------------------------|-----------------------------|----------------|
| 15. 1002.1                          | 1450.01                  |              |                           |                      | 1,400,000.                    |                             | 100,000.00     |
| 16. 1002.2                          | 1450.02                  |              |                           |                      | 280,000.                      |                             | 40,000.00      |
| 17.                                 |                          |              |                           |                      |                               |                             |                |
| 18.                                 |                          |              |                           |                      |                               |                             |                |
| 19.                                 |                          |              |                           |                      |                               |                             |                |
| 20.                                 |                          |              |                           |                      |                               |                             |                |
| 21.                                 |                          |              |                           |                      |                               |                             |                |
| 22. Construction Contingencies      |                          |              |                           |                      | 134,400.                      |                             | -              |
| 23. TOTAL CONTRACT COST             |                          |              |                           |                      | 1,814,400.                    |                             | 140,000.00     |
| FURNITURE & EQUIP.                  |                          |              |                           |                      |                               |                             |                |
| 24. Ranges & Refrigerators          | 1465.01                  |              |                           |                      | -                             |                             |                |
| 25. Office Equipment                | 1475.01                  |              |                           |                      | 5,000.                        |                             |                |
| 26. TOTAL FURN. & EQUIP.            |                          |              |                           |                      | 5,000.                        |                             |                |
| 27. Gross Work Plan Cost            |                          |              |                           |                      | 2,000,000.                    |                             | 152,950.00     |
| 28. Operating Reserve               | 1491                     |              |                           |                      | ( 200,000. )                  |                             | ( 200,000.00 ) |
| 29. Capital Reserve                 | 1492                     |              |                           |                      | ( 90,000. )                   |                             | ( 90,000.00 )  |
| 30. Other Funding                   | 1498                     |              |                           |                      | ( )                           |                             | ( )            |
| 31. NET WORK PLAN COST              |                          | 117,000.     | 33,600.                   | 35,000.              | 1,710,000.                    |                             | (137,050.00)   |

LHA Approval:

EOCD Approval:





EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
QUARTERLY CONSOLIDATED MODERNIZATION COST REPORT

Period Ended 9-30-88

Balance sheet must accompany this form

Executive Director

Signature

Date \_\_\_\_\_



EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
MODERNIZATION BALANCE SHEET

ENFIELD

Housing Authority

9-30-88

Period Ended

PROJECT NUMBER(S) 1002 2002 3001 4002 6002

ASSETSACCOUNT NUMBER

|      |                             |              |
|------|-----------------------------|--------------|
| 1111 | Cash                        | 47,050.00    |
| 1129 | Accounts Receivable - Other | 290,000.00   |
| 1162 | Investments                 | 1,390,000.00 |

## MODERNIZATION COST CONTROL

|      | Program |              |
|------|---------|--------------|
| 1400 | 1002    | (137,050.00) |
| 1400 | 2002    | 30,000.00    |
| 1400 | 3001    | 8,000.00     |
| 1400 | 4002    | 0.00         |
| 1400 | 6002    | 250,000.00   |
|      |         |              |
|      |         | 150,950.00   |

|      |                        |                |
|------|------------------------|----------------|
| 1690 | Undistributed Debits   |                |
| 1800 | Contract Award         | 1,627,000.00   |
| 1810 | Contract Awards Contra | (1,627,000.00) |

TOTAL ASSETS

1,878,000.00

LIABILITIES AND CAPITAL

|      |                                   |           |
|------|-----------------------------------|-----------|
| 2111 | Accounts Payable - Other          | 10,000.00 |
| 2112 | Contract Retentions               | 11,000.00 |
| 2115 | Bid Deposits                      |           |
| 2119 | Accounts Payable - Revolving Fund |           |
| 2290 | Undistributed Credits             |           |

## CAPITAL FUNDING SOURCES

## MODERNIZATION GRANTS - EOCB

|      | Program |              |
|------|---------|--------------|
| 2900 | 1002    | 1,507,000.00 |
| 2900 | 2002    | 80,000.00    |
| 2900 | 3001    | 10,000.00    |
| 2900 | 4002    | 0.00         |
| 2900 | 6002    | 260,000.00   |
|      |         |              |
|      |         | 1,857,000.00 |

TOTAL LIABILITIES AND CAPITAL

1,878,000.00



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SECTION 14:

ACCOUNTING FOR THE SUPPORTIVE SERVICES PROGRAM

EOCD funds the Supportive Services Program (SSP) to help residents of public housing developments to achieve economic independence through programs of remedial education, employment training, employment placement and other support services such as child care and transportation.

The accounting system for the SSP centers around the accumulation and reporting of costs by Program Category, by Vendor, and by Year.

A list of the Program Categories and corresponding permanent account number designation is as follows:

|  |    |
|--|----|
| LHA Administration                           | 01 |
| Outreach/Recruitment (OR)                    | 02 |
| Assessment/Career Counseling (ACC)           | 03 |
| Remedial Education (RE)                      | 04 |
| Classroom Skills Training (CST)              | 05 |
| On-the-job training/Work Experience (OJT/WE) | 06 |
| Youth Employment (YE)                        | 07 |
| Youth Tutoring (YT)                          | 08 |
| Other Youth Services (OYS)                   | 09 |
| Elder Services (ES)                          | 10 |
| Child Care Services (CCS)                    | 11 |
| Transportation                               | 12 |
| Other_____                                   | 13 |
| Other_____                                   | 14 |
| Other_____                                   | 15 |

Each Program Category may incur costs in the following classifications:

| <u>LHA Administrative Cost</u> | <u>Suggested<br/>Account Number</u> |
|--------------------------------|-------------------------------------|
| Salary                         | 1410.01                             |
| Fringe                         | 1410.09                             |
| Office Costs                   | 1410.10                             |
| Other Administrative           | 1410.19                             |



| <u>Contractor Administrative</u>          | <u>Suggested<br/>Account Number</u> |
|---|-------------------------------------|
| Salary                                    | 1450.01                             |
| Fringe                                    | 1450.02                             |
| Office Cost                               | 1450.03                             |
| Other                                     | 1450.04                             |
| <br><u>Contractor Direct Program</u>      |                                     |
| Salary                                    | 1460.01                             |
| Fringe                                    | 1460.02                             |
| Staff Travel                              | 1460.03                             |
| Furniture and Equipment Rented            | 1460.04                             |
| Furniture and Equipment Purchased         | 1460.05                             |
| Participant Wages & Fringe                | 1460.06                             |
| Participant Stipend                       | 1460.07                             |
| Materials & Supplies                      | 1460.08                             |
| Other Participant Costs                   | 1460.09                             |
| <br><u>Contractor Support Services</u>    |                                     |
| Child Care                                | 1470.01                             |
| Transportation                            | 1470.02                             |
| Other                                     | 1470.03                             |
| <br><u>Contractor Costs - Unallocated</u> | <br>1499.01                         |

If amounts are advanced to a vendor prior to the LHA receiving a detailed cost breakdown as to how the contractor has utilized these funds, the amount should be charged to Account 1499.01, Contractor Costs - Unallocated. When the contractor reports how these funds were used, an entry should be made to credit the 1499.01 account and to debit the appropriate cost accounts.

The basic flow of accounting data for the SSP is as follows:

- 1) EOCD and LHA prepare an Annual Summary Budget Form 030 listing the Program Categories, Vendors to provide services, the dollar amount for each program category, and the anticipated enrollment level in the program.
- 2) LHA requisitions funds necessary to administer the program and provide services.
- 3) LHA accumulates costs by program category, vendor, and program year.
- 4) LHA prepares quarterly reports, each quarter, 031 Program Total Cost Report, 032 Program Category-Vendor Cost Report, and 033 Program Balance Sheet.
- 5) LHA prepares final close out report, Form 031, designated "Final Program Cost".

The basic objective in accounting for the SSP is to assure that costs are accumulated and reported by Program Category, Vendor, and Program Year and that these costs are matched against the total grant funding that has been provided for that particular program year. (See Form 031, page 14-9).

Due to the differences in size and composition of the many SSPs that are funded by EOCD, it is necessary to have some degree of flexibility in the assignment of account numbers. It is suggested, but not mandatory, that the standard account number breakdown be used to facilitate the flow of data for SSP. It is mandatory that the LHA submit the quarterly 031 Program Total Cost Report, matching program category costs with funds advanced, and that each program category cost is supported by an 032 Program Category-Vendor Cost Report.

The budget cost category breakdown involves the following elements:

Cost Classification  
Program Category  
Vendor  
Fiscal Year

An illustration of Staff Travel for Remedial Education done by Educational Services Inc. for the fiscal year 1987 is as follows:

| <u>Basic Cost<br/>Classification</u> | <u>Program<br/>Category No.</u> | <u>Vendor<br/>No.</u> | <u>Year</u> |
|--------------------------------------|---------------------------------|-----------------------|-------------|
| 1460.03                              | 04                              | 01                    | 87          |

Please note the 04 program category represents Remedial Education. Education Services Inc. is assigned vendor no. 1. Other vendors participating in the SSP would simply be assigned other numbers such as 02, 03, etc. Each vendor is assigned a permanent number.

The cost control account for the subsidy cost account number 1460.03-04-01-87 would be 1400.87. The 1400.87 would show on the Balance Sheet Form 033. The fiscal year and program vendor number would first be assigned per the Budget Form 030.

Each program vendor has a separate quarterly Program Category - Vendor Cost Report broken down by cost classification per Form 032. The 032 forms are summarized in the 031 Program Total Cost Report, and the total cost reports are summarized on the quarterly Balance Sheet (Form 033).

Grant Funds received should also be classified by fiscal year to allow the LHA to easily match cost incurred with grants received. This would also be the case for Interest Income, Account 2960 (i.e. 2960.87, 2960.88, etc.) and Other Income, Account 2990 (i.e. 2990.87, 2990.88, etc.). The balances in these accounts at the end of the grant year may be adjusted per EOCD directive.



When all costs have been incurred and all grant funds received, the project should be officially closed out by using the 031 Program Total Cost Report marked "Final."

The administration of the Supportive Services Program by the LHA also includes maintaining a detailed listing of enrollment levels in the program. EOCD requires a separate Monthly Participation Report to account for enrollment. Information regarding this report and a more comprehensive description of this program may be obtained from EOCD.

An illustration of the accounting cycle for the SSP per the Enfield Housing Authority is included in this Section starting on page 14 - 6.



ENFIELD HOUSING AUTHORITY

SUPPORTIVE SERVICES PROGRAM

Enfield Housing Authority enters into agreement with EOCD on May 1, 1986 to provide Remedial Education (RE) and Outreach/Recruitment (OR) programs for the year ending June 30, 1987.

The following transactions occurred up to the quarter ended September 30, 1986:

On May 31, 1986 EOCD approved a total Budget amount of \$130,000. including \$10,000. for Enfield to administer the program. See page 14 - 8.

(1)

Enfield requisitions \$40,000. to start the program.

|         |                  | <u>Debit</u> | <u>Credit</u> |
|---------|------------------|--------------|---------------|
| 1112    | Cash             | 40,000.      |               |
| 2900.87 | SSP Grant - 1987 |              | 40,000.       |

(2)

Enfield invested \$10,000. in a FDIC Insured Money Market.

|      |             | <u>Debit</u> | <u>Credit</u> |
|------|-------------|--------------|---------------|
| 1162 | Investments | 10,000.      |               |
| 1112 | Cash        |              | 10,000.       |

(3)

Enfield pays Educational Services Inc. \$20,000. per its requisition which indicates the cost categories in which it has recorded costs.

|                  |                             | <u>Debit</u> | <u>Credit</u> |
|------------------|-----------------------------|--------------|---------------|
| 1450.01-04-02-87 | Adm. Salaries               | 10,000.      |               |
| 1450.02-04-02-87 | Adm. Fringes                | 6,000.       |               |
| 1460.07-04-02-87 | Project Participant Stipend | 4,000.       |               |
| 1112             | Cash                        |              | 20,000.       |

(4)

Enfield advanced \$8,000. to Outreach Inc. It will report the proper cost categories when it incurs costs.

|                  |                        | <u>Debit</u> | <u>Credit</u> |
|------------------|------------------------|--------------|---------------|
| 1499.01-02-03-87 | Contractor Unallocated | 8,000.       |               |
| 1112             | Cash                   |              | 8,000.        |

(5)

Enfield records Interest Income in Money Market Fund.

|         |                 | <u>Debit</u> | <u>Credit</u> |
|---------|-----------------|--------------|---------------|
| 1112    | Cash            | 300.         |               |
| 2960.87 | Interest Income |              | 300.          |

(6)

Enfield withdraws from Money Market and pays out on administrative costs of \$3,000.00.

|                  |                     | <u>Debit</u> | <u>Credit</u> |
|------------------|---------------------|--------------|---------------|
| 1112             | Cash                | 3,000.       |               |
| 1162             | Investments         |              | 2,000.        |
| 1410.01-01-01-87 | LHA Admin. Salaries | 1,800.       |               |
| 1410.09-01-01-87 | LHA Admin. Fringe   | 450.         |               |
| 1410-10-01-01-87 | LHA Admin. Office   | 750.         |               |
| 1112             | Cash                |              | 3,000.        |

Enfield prepares and submits to EOCD on October 31, 1986 the following reports:

|     |   | <u>Page</u> |
|-----|---|-------------|
| 032 | Program Category-Vendor Cost Report<br>for Enfield Housing Authority Administration | 14 - 9      |
| 032 | Program Category-Vendor Cost Report<br>for Educational Services Inc.                | 14 - 10     |
| 032 | Program Category-Vendor Cost Report<br>for Outreach Inc.                            | 14 - 11     |
| 031 | Program Total Cost Report   | 14 - 12     |
| 033 | Balance Sheet   | 14 - 13     |









EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
SUPPORTIVE SERVICES PROGRAM

## PROGRAM CATEGORY - VENDOR COST REPORT

ENFIELD Housing Authority
 Program Year 1987  
Period Ended 9-30-86

Program Category LHA ADMINISTRATION
Vendor ENFIELD

Program Category - Vendor No. 01-01

Grant Amount 10,000.
Obligated Amount 10,000.

| <u>Cost Classification</u>          | <u>Account Number</u> | <u>Current Quarter</u> | <u>Total Year to Date</u> |
|-------------------------------------|-----------------------|------------------------|---------------------------|
| <u>LHA ADMINISTRATIVE</u>           |                       |                        |                           |
| Salary                              | 1410.01               | 1,800.                 | 1,800.                    |
| Fringe                              | 1410.09               | 450.                   | 450.                      |
| Office Costs                        | 1410.10               | 750.                   | 750.                      |
| Other Administrative                |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR ADMINISTRATIVE</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Office Costs                        |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR DIRECT PROGRAM</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Staff Travel                        |                       |                        |                           |
| Furniture & Equipment Rented        |                       |                        |                           |
| Furniture & Equipment Purchased     |                       |                        |                           |
| Participants Wages & Fringes        |                       |                        |                           |
| Participants Stipend                |                       |                        |                           |
| Material and Supplies               |                       |                        |                           |
| Other Participants Costs            |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR SUPPORT SERVICES</u>  |                       |                        |                           |
| Child Care                          |                       |                        |                           |
| Transportation                      |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR COSTS UNALLOCATED</u> |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| TOTAL COSTS                         |                       | 3,000.                 | 3,000.                    |

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
SUPPORTIVE SERVICES PROGRAM

## PROGRAM CATEGORY - VENDOR COST REPORT

ENFIELD Housing Authority
 Program Year 1987  
Period Ended 9-30-86

Program Category REMEDIAL EDUCATION
Vendor EDUCATION SERVICE INC.

Program Category - Vendor No. 04-02

Grant Amount 80,000.
Obligated Amount 60,000.

| <u>Cost Classification</u>          | <u>Account Number</u> | <u>Current Quarter</u> | <u>Total Year to Date</u> |
|-------------------------------------|-----------------------|------------------------|---------------------------|
| <u>LHA ADMINISTRATIVE</u>           |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Office Costs                        |                       |                        |                           |
| Other Administrative                |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| <u>SUB TOTAL</u>                    |                       |                        |                           |
| <u>CONTRACTOR ADMINISTRATIVE</u>    |                       |                        |                           |
| Salary                              | 1450.01               | 10,000.                | 10,000.                   |
| Fringe                              | 1450.02               | 6,000.                 | 6,000.                    |
| Office Costs                        |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| <u>SUB TOTAL</u>                    |                       | 16,000.                | 16,000.                   |
| <u>CONTRACTOR DIRECT PROGRAM</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Staff Travel                        |                       |                        |                           |
| Furniture & Equipment Rented        |                       |                        |                           |
| Furniture & Equipment Purchased     |                       |                        |                           |
| Participants Wages & Fringes        |                       |                        |                           |
| Participants Stipend                | 1460.07               | 4,000.                 | 4,000.                    |
| Material and Supplies               |                       |                        |                           |
| Other Participants Costs            |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| <u>SUB TOTAL</u>                    |                       | 4,000.                 | 4,000.                    |
| <u>CONTRACTOR SUPPORT SERVICES</u>  |                       |                        |                           |
| Child Care                          |                       |                        |                           |
| Transportation                      |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| <u>SUB TOTAL</u>                    |                       |                        |                           |
| <u>CONTRACTOR COSTS UNALLOCATED</u> |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| <u>SUB TOTAL</u>                    |                       |                        |                           |
| <u>TOTAL COSTS</u>                  |                       | 20,000.                | 20,000.                   |

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
SUPPORTIVE SERVICES PROGRAM

## PROGRAM CATEGORY - VENDOR COST REPORT

ENFIELD Housing Authority  
Program Category OUTREACH/RECRUITMENT

Program Year 1987  
Period Ended 9-30-86

Program Category - Vendor No. 02-03

Vendor OUTREACH INC.

Grant Amount 20,000.

Obligated Amount 10,000.

| <u>Cost Classification</u>          | <u>Account Number</u> | <u>Current Quarter</u> | <u>Total Year to Date</u> |
|-------------------------------------|-----------------------|------------------------|---------------------------|
| <u>LHA ADMINISTRATIVE</u>           |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Office Costs                        |                       |                        |                           |
| Other Administrative                |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR ADMINISTRATIVE</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Office Costs                        |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR DIRECT PROGRAM</u>    |                       |                        |                           |
| Salary                              |                       |                        |                           |
| Fringe                              |                       |                        |                           |
| Staff Travel                        |                       |                        |                           |
| Furniture & Equipment Rented        |                       |                        |                           |
| Furniture & Equipment Purchased     |                       |                        |                           |
| Participants Wages & Fringes        |                       |                        |                           |
| Participants Stipend                |                       |                        |                           |
| Material and Supplies               |                       |                        |                           |
| Other Participants Costs            |                       |                        |                           |
|                                     |                       |                        |                           |
| Contractual Services                |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR SUPPORT SERVICES</u>  |                       |                        |                           |
| Child Care                          |                       |                        |                           |
| Transportation                      |                       |                        |                           |
| Other                               |                       |                        |                           |
|                                     |                       |                        |                           |
| Contractual Services                |                       |                        |                           |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
| <u>CONTRACTOR COSTS UNALLOCATED</u> |                       |                        |                           |
|                                     | 1499.01               | 8,000.                 | 8,000.                    |
|                                     |                       |                        |                           |
| SUB TOTAL                           |                       |                        |                           |
|                                     |                       |                        |                           |
| TOTAL COSTS                         |                       | 8,000.                 | 8,000.                    |



EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
SUPPORTIVE SERVICES PROGRAM

## BALANCE SHEET

ENFIELD Housing Authority

9-30-86 Period Ended

ASSETSACCOUNT NUMBER

|      |             |          |
|------|-------------|----------|
| 1112 | Cash        | 1,300.00 |
| 1162 | Investments | 8,000.00 |

## SSP COST CONTROL

|      | Program<br>Year |           |
|------|-----------------|-----------|
| 1400 | 87              | 31,000.00 |
| 1400 |                 |           |
| 1400 |                 |           |
| 1400 |                 |           |
|      |                 | 31,000.00 |

|      |                      |                  |
|------|----------------------|------------------|
| 1690 | Undistributed Debits |                  |
|      | <u>TOTAL ASSETS</u>  | <u>40,300.00</u> |

LIABILITIES AND CAPITAL

|      |                                   |  |
|------|-----------------------------------|--|
| 2111 | Accounts Payable - Other          |  |
| 2119 | Accounts Payable - Revolving Fund |  |
| 2290 | Undistributed Credits             |  |

## CAPITAL FUNDING SOURCES

## SSP GRANTS - EOCD

|      | Program<br>Year |           |
|------|-----------------|-----------|
| 2900 | 87              | 40,000.00 |
| 2900 |                 |           |
| 2900 |                 |           |
| 2900 |                 |           |
|      |                 | 40,000.00 |

## OTHER CASH FUNDING SOURCES

|      |                                      |                  |
|------|--------------------------------------|------------------|
| 2960 | Interest on Program Funds            | 300.00           |
| 2990 | Other Funds                          | 300.00           |
|      | <u>TOTAL LIABILITIES AND CAPITAL</u> | <u>40,300.00</u> |



*[The page contains faint, illegible markings and bleed-through from the reverse side.]*





## SECTION 15:

### SPECIAL ACCOUNTING RECORDS

This section describes in detail the special accounting records that are to be maintained by LHAs. This section should be reviewed carefully since some of these records are to be used only in conjunction with specific programs.

#### A) REVOLVING FUND

A Revolving Fund is a fund that is set up with a separate bank account and a separate general ledger to facilitate the payment of common expenses of an LHA that has more than one type of housing program.

##### Purpose

The purpose of the Revolving Fund is to avoid having to make out a separate check from each program to pay a payroll amount or vendor invoice which is to be prorated to two or more projects.

##### Use of

As noted above, the Revolving Fund is set up with a separate bank account and a separate general ledger. Each project that is to have bills paid by the Revolving Fund on its behalf must advance funds to the Revolving Fund. This advance should approximate 1 to 1 1/2 months of the average amount the Revolving Fund will pay out each month for that particular project. The Revolving Fund may be used to pay common expenses or LHA disbursements, including Section 8 and 707 Landlord amounts. Normally, large amounts for contractors under the Development and Modernization Programs are paid directly from those programs.



Use of (continued)

Each month each of the programs participating in the Revolving Fund account must reimburse the Revolving Fund for the expenditures it has paid out on behalf of that program.

The payments made by the Revolving Fund for each project are recorded as an accounts receivable in the Revolving Fund general ledger due from the particular program.

The individual programs participating in the Revolving Fund must record an entry each month to charge the proper cost accounts for the expenditures which the Revolving Fund has made on its behalf and to credit an Account 2119 "Accounts Payable - Revolving Fund". The individual Accounts Receivable account by program in the Revolving Fund general ledger must always be matched by a corresponding Accounts Payable - Revolving Fund in the individual projects' general ledgers.

B) APPLICATION OF ACCRUAL ACCOUNTING

The objective of accrual accounting is to recognize, as they occur, all substantial amounts receivable or payable. The application of accrual accounting by LHAs provides adequate financial control over amounts receivable, costs of goods and services received, and amounts due on payroll withholding and payroll taxes.

The accrual method of accounting for goods and services received and unpaid at the end of the reporting period is recommended for use by the Local Housing Authority. Two types of "unpaid" bills must be recognized in a Local Housing Authority's periodic accounting reports. The first consists of ordinary "bills", invoices for individual purchases, or statements summarizing a month's transactions (e.g., office supplies, telephone charges, are referred to as "accounts payable"). The second group encompasses expenses that accumulate, or accrue to some extent automatically with the passage of time. Rent, taxes, and utilities are examples of these expenses which are generally referred to as "accrued expenses."

The accrual accounting to be observed by Local Housing Authorities in their periodic reports requires that all significant accounts payable and all accrued expenses be included on the balance sheet and operating statement and/or analysis of program costs. This may be accomplished via a formal journal entry posted to the general ledger and subsequently reversed.

C) TENANT ACCOUNTING

- 1) At the start of initial tenant occupancy, the LHA must establish additional records to record transactions with tenants.
- 2) A separate set of tenant accounting records should be established for each project (i.e. 667-1) or for each group of projects (i.e. 667-C) combined for rent collection purposes.
- 3) The most important aspect in the accumulation of tenant accounting data is for the LHA to set up and maintain a system that will ensure that all postings to individual tenant records are from a summary record such as a monthly rent roll, cash receipts summary, and adjustment slip summary and that these individual summaries are summarized into one grand summary known as a Recapitulation Statement.
- 4) The individual tenant accounting records that are recommended for use by LHAs using a manual system are described on page 10 - 14. The use of the individual tenant records is illustrated in Section 10, Accounting for the Management Program.
- 5) Small LHAs may establish systems that are less complex than the illustration in Section 10 but still accomplish the same objective of assuring the proper charges and credits to individual tenant records. This system leaves an audit trail of the monthly charges and credits to all tenants and ensures that the tenants accounts receivable individual ledger card balances tie out to the month-end 1122 general ledger control account.

D) INVENTORY OF EQUIPMENT

EOCD requires that a formal system for the inventory of furniture and equipment be established by program by all LHAs.

The basic requirement is that LHAs establish the original cost (or fair market value) of all equipment purchased with State Program funds that is presently known to exist. The establishment of what presently exists will be the result of researching the past purchases of equipment per charges to the operating reserve and actually taking an inventory of what is currently at the LHA.

Once the inventory value is established, an accounting entry would be made to debit Account 1400.4 Inventory of Furniture and Equipment, and to credit Account 2400 Valuation of Fixed Assets, for items that have been purchased during the management period. The 1400.4 account has 6 subsidiary accounts delineating management purchases as follows:

Subsidiary Accounts to 1400.4 Control

- 1) 1465.1 Dwelling Equipment Nonexpendable
- 2) 1475.1 Office Furniture and Equipment
- 3) 1475.2 Maintenance Equipment
- 4) 1475.3 Community Space Equipment
- 5) 1475.4 Congregate Furnishings
- 6) 1475.7 Automotive Equipment

Furniture and Equipment purchased during the Development Period would have originally been charged to the 1400.2 Development Cost Control and the following 6 subsidiary accounts:

Subsidiary Accounts to 1400.2 Development Cost Control

- 1) 1465.01 Ranges & Refrigerators
- 2) 1475.01 Office Furnishings
- 3) 1475.02 Maintenance Equipment
- 4) 1475.03 Community Room Furnishings
- 5) 1475.04 Congregate Furnishings
- 6) 1475.07 Automotive Equipment



These items originally purchased in the Development Period are brought over to the 1400.4 accounts through a debit to Account 1400.4 and a credit to 1400.5, Development Cost Inventory of Furniture & Equipment-  
Contra. The debit to 1400.4 is supported by charging the 1465.01 and 1475.01 series of subsidiary accounts as the items purchased during the development period must not lose their identity when they are combined in the 1400.4 subsidiary accounts with the items purchased in management.

The subsequent sale, trade-in, or other disposition of furniture and equipment requires different entries, depending upon whether the original purchase was made from development or management.

If a truck originally purchased during development for \$12,000.00 is sold for \$1,500.00 eight years later, the accounting entry would be:

| <u>Account #</u> | <u>Description</u>              | <u>Debit</u> | <u>Credit</u> |
|------------------|---------------------------------|--------------|---------------|
| 1112             | Cash                            | 1,500.00     |               |
| 7530             | Receipt from Sale of Equip.     |              | 1,500.00      |
| 1400.5           | Dev. Cost Inventory - Contra    | 12,000.00    |               |
| 1400.4 - 1450.07 | Inventory of Furniture & Equip. |              | 12,000.00     |

If this same truck originally purchased for \$12,000.00 was traded-in and the LHA received an allowance of \$2,000.00 towards a new truck purchased during management for \$15,000.00, the following entry would be required:

|                  |                                 | <u>Debit</u> | <u>Credit</u> |
|------------------|---------------------------------|--------------|---------------|
| 1400.4 - 1475.7  | Inventory of Furniture & Equip. | 15,000.00    |               |
| 2400             | Valuation of Fixed Assets       |              | 15,000.00     |
| 1400.5           | Dev. Cost Inventory - Contra    | 12,000.00    |               |
| 1400.4 - 1450.07 | Inventory of Furniture & Equip. |              | 12,000.00     |
| 7520             | Replacement of Equipment        | 13,000.00    |               |
| 1112             | Cash - Management Fund          |              | 13,000.00     |

NOTE: The 1400.4 Inventory of Furniture and Equipment less the 1400.5 Development Cost Inventory - Contra is always equal to the 2400 Valuation of Fixed Assets. The 2400 account contains only items purchased during management and 1400.5 account represents items purchased only during development. The 1400.4 account contains both development and management inventory items.

The initial inventory may include some old items purchased under the Development Period. Inventory purchased during the development period should be backed up by Furniture and Equipment Record Cards clearly marked as the 1465.01 and 1475.01 series and not the management period 1465.1 and 1475.1 series of accounts. Furniture and Equipment Record Cards, as described on page 6 - 11, are to be made up for each individual piece of equipment which qualifies under the capitalization policy adopted by the LHA, as illustrated on page 16 - 4. Some LHAs will want to set a limit below \$300.00, but no capitalization policy should have an amount higher than \$300.00.

The inventory procedures are as follows:

- 1) Establish Furniture and Equipment Record Cards.
- 2) Tag all equipment with an inventory tag with an assigned asset number.
- 3) Take an inventory once a year.

A detailed description of these procedures is as follows:

Furniture and Equipment Record Cards

- 1) All non-expendable equipment shall be recorded on a "Furniture and Equipment Record Card."
  - a. Cards shall be kept in equipment record file box:
    - (1) By Project Number;
    - (2) By Account Number;
    - (3) Each account category shall have up-dated adding machine tape attached to each subsidiary account number group.
  - b. Cards for new purchases, deletions, or changes shall be maintained.

#### Procedures for Tagging and Locating Furniture and Equipment

- 1) A tag shall be affixed securely on an easily accessible surface of each item of recorded non-expendable equipment. Each tag will display the housing authority's name as well as a numerical figure.
- 2) The issuance of the tags will be controlled by the Accounting Department and must be reserved for each item at the time of ordering equipment.

#### Procedures for Inventory of Furniture and Equipment

- 1) A physical inventory of all Furniture and Non-expendable Equipment must be taken and a inventory list maintained each year.
- 2) Physical inventory results must be compared to equipment record files and any differences and discrepancies will be reviewed by the LHA for possible adjustments.

E) ACCOUNTING FOR FISCAL AGENT FUNDS

LHAs which administer Chapter 200 projects which are financed with permanent notes or bonds have a fiscal agent (a local bank) acting in their behalf to service the payment of principal and interest (debt service) on the outstanding obligation. In conjunction with this, it is necessary that LHAs maintain in the general ledger of the particular 200 project an accountability of all the transactions of the fiscal agent.

EOCD provides LHAs with a "Check List for Debt Service and Related Accruals" known as the "200 Check List". The check list gives the LHA all the necessary information for recording the interest earned per the fiscal agent, investment of debt service fund balances, the accrual of interest on notes and bonds, and the retirement of principal amount. Please note that the financing year for Debt Service does not necessarily agree with the LHA fiscal year.

In addition to receiving the check list from EOCD, the LHA should also be receiving a quarterly "Statement of Transactions" from the fiscal agent as confirmation of the current quarter's activity.

An illustration of the "200 Check List" is shown on page 15 - 10.

In addition to the "Check List" entries, it is also necessary for the LHA to debit Account 2553 and credit Account 2552 for the equal and offsetting balances of each account at the end of the LHA fiscal year.



## EXECUTIVE OFFICE OF COMMUNITIES &amp; DEVELOPMENT

LHA \_\_\_\_\_ PROJECT # \_\_\_\_\_ BOND YEAR 7/1/86 - 6/30/87

Check List for Debt Service and Related Accruals1. Transfer of 1/40 Premium & Prior Year's Investment Proceeds:

Debit 2551 - Unamortized Bond Premium  
 Debit 1171 - Debt Service Fund  
 Credit 1172 - Debt Service Trust Fund - Cash  
 Credit 2552 - Debt Service Requirement

| <u>Date</u> | <u>Amount</u> |
|-------------|---------------|
| 7/1/86      | \$ 2,034.43   |

2. Post Income from Investments from Fiscal Agents Notification

(Debit 1172 - Debt Service Trust Fund - Cash  
 Credit 2551 - Unamortized Bond Premium)

3. Commonwealth Contribution Accrual:

Debit 1176 - Debt Service Subsidy  
 Credit 2553 - Debt Service Contribution

| <u>Quarter</u> | <u>Amount</u>       |
|----------------|---------------------|
| 1              | \$ 19,475.57        |
| 2              | 21,510.00           |
| 3              | 21,510.00           |
| 4              | 21,510.00           |
|                | <u>\$ 84,005.57</u> |

4. Debt Service Requirement Accrual:

Debit 2552 - Debt Service Requirement  
 Credit 2140 - Matured Interest & Principal

| <u>Quarter</u> | <u>Amount</u>       |
|----------------|---------------------|
| 1              | \$ 21,510.00        |
| 2              | 21,510.00           |
| 3              | 21,510.00           |
| 4              | 21,510.00           |
|                | <u>\$ 86,040.00</u> |

5. Matured Debt Service Write-Off:

Debit 2140 - Matured Interest & Principal  
 Credit 1171 - Debt Service Fund

| <u>Date</u> | <u>Amount</u> |
|-------------|---------------|
| 1/1/85      | \$ 7,020.00   |
| 7/1/85      | \$ 79,020.00  |

6. Bonds Retired:

Debit 2323 - Bonds Retired  
 Credit 1400.3 - Development Cost Liquidation

| <u>Date</u> | <u>Amount</u> |
|-------------|---------------|
| 7/1/87      | \$ 72,000.00  |

7. Recording Receipt of State-Aid by Fiscal Agent Bank

Debit 1171 - Debt Service Fund  
 Credit 1176 - Debt Service Subsidy

| <u>Date</u> | <u>Amount</u> |
|-------------|---------------|
| 12/15/86    | \$ 4,005.57   |
| 6/15/87     | \$ 79,020.00  |

F) USE OF UTILITY CONSUMPTION SCHEDULE

EOCD requires all LHAs to maintain a schedule of utility costs and related consumption for each program for the period July 1 to June 30th of each year, notwithstanding that the LHA fiscal year may not end on June 30th.

LHAs are encouraged to use this schedule in conjunction with the "Energy Incentive Program". Through this program, LHAs may be eligible to retain a portion of the energy savings which are realized as a result of energy conservation measures they have implemented in the developments which they manage. The Energy Incentive is described in the Budget Guidelines and Management Incentive Program in Section 21 of this manual.

The utility consumption schedule is used in the Enfield Accounting for the Management Program and is illustrated on page 10 - 23.

This schedule is also used to prepare the Budget Form 050, page 13 of 16, lines 1 and 2. See Section 7 for an illustration of the budget form.

G) ACCOUNTING FOR PAYMENT IN LIEU OF TAXES .

LHAs may make Payment In Lieu of Taxes (PILOT) in accordance with the applicable provision of the "PILOT Agreement" with the local taxing body for certain management projects.

PILOT is determined separately for each program as follows:

Chapter 667 - None

Chapter 707 - None

Chapter 200 - Maximum \$3.00 PUM

Chapter 705 - (a) Not to exceed the amount that would be levied at the current tax rate upon the average of the assessed value of such real estate, including buildings and other structures, for the three years preceding the year of acquisition thereof, the valuation for each year being reduced by all abatements thereon;

or

(b) Not to exceed the amount of 1/2 Full Value Tax Rate + \$100 times the number of bedrooms.

Chapter 689 - Same formula as Chapter 705(b)

The housing authority should determine that all public services provided for in the PILOT Agreement are being received at no additional expense. If there are any such authority expenditures, the PILOT should be reduced to reflect these payments.

PILOT is recorded quarterly in the individual program general ledger. The journal entry for all projects required to pay PILOT is a debit to Account 4520, PILOT expense, and a credit to Account 2137, Accrued PILOT.

## H) ACCOUNTING FOR SALE OF PROPERTY

The sale of property is not a common occurrence and therefore the general ledger accounts described below have not been included in any of the previous sections of this manual. The use of these account numbers would of course require a modification to the Balance Sheet Form 051-2, as described in Section 7.

Currently there are two methods for the recording of sales of project property. They are:

1. Sales by projects which are financed by bonds; and
2. Sales by projects which are financed by a grant.

The accounts required are as follows:

Account # 1180 State Treasurer's Account

Account # 1498 Development Cost/Sale of Property

Account # 1499 Development Cost/Sale of Property-Contra

Account # 2575 Reserve from Sale of Property

The required journal entries (assuming the property was sold for \$1,500,000.00) are as follows:

| <u>METHOD 1</u>  | <u>Debit</u> | <u>Credit</u> |
|--|--------------|---------------|
| Sale of property by a project financed by <u>bonds</u> : |              |               |
| Dr. (1112) Administration Fund                           | 1,500,000.00 |               |
| Cr. (2575) Reserve from Sale of Prop.                    |              | 1,500,000.00  |
| To record sale of property and receipt of funds by LHA.  |              |               |
| Dr. (1180) State Treasurer's Account                     | 1,500,000.00 |               |
| Cr. (1112) Administration Fund                           |              | 1,500,000.00  |
| To record transfer of funds to State Treasurer.          |              |               |



METHOD 2DebitCredit

Sale of property by a project financed  
by grants:

|   |              |              |
|---|--------------|--------------|
| Dr. (1112) Administration Fund                            | 1,500,000.00 |              |
| Cr. (1499) Dev. Cost/Sale of<br>Property Contra           |              | 1,500,000.00 |
| To record sale of property and<br>receipt of funds by LHA |              |              |
| Dr. (1498) Dev. Cost/Sale of Property                     | 1,500,000.00 |              |
| Cr. (1112) Administration Fund                            |              | 1,500,000.00 |
| To record transfer of funds<br>to State Treasurer.        |              |              |

I) PAYROLL AND PERSONNEL RECORDS:

There are certain basic payroll records which are necessary in order to compile payroll data required by federal and state laws. Such records include gross earnings, income taxes withheld, and such other deductions as may be required by law or Local Authority policy. Payroll records are usually kept on a calendar year basis with quarterly sub-totals to facilitate the preparation of required payroll reports. The type of payroll and leave records maintained will depend upon the requirements of the personnel policies adopted by the Local Authority's governing body and the size and organizational structure of the Local Authority.

Employee's Record: This is a record for maintaining information such as the following:

Employee's name and address

Social Security Number

Job Title

Date of Employment

Date of Termination

Date of Birth

Salary and/or hourly pay rate

Payroll deductions

Number of dependents

Name of person to be notified in case of emergency

Other information as may be desired

A separate employee's record may be maintained or may be made part of the individual earnings record.

Attendance Reports: Formal attendance reports will be necessary to provide information for the preparation of payroll and to maintain adequate control of annual leave, sick leave, overtime, holiday work, and paid leave with respect to each employee.

Leave Record: If the personnel policy of the Local Authority provides the accrual of annual and sick leave for employees, a record of all leave earned and taken must be maintained for each employee.







SECTION 16:

SUPPORTING POLICIES

Inherent in a strong system of internal control are proper administrative controls to safeguard the assets of an LHA. Such administrative controls would include the adoption of policies to control the inventory of capital assets, the proper investment of funds, the purchases of equipment, materials, supplies and services, and the disposition of capital assets.

This section includes sample policies to be adopted by LHAs as follows:

- 1) Capitalization
- 2) Investments Policy and Cash Management
- 3) Procurement Policy
- 4) Disposition Policy

A) CAPITALIZATION POLICY

The purpose of a capitalization policy is to establish a minimum dollar value at which all purchased equipment with a life of at least one year be accounted for as a capital assets in the 1400.4 Inventory of Equipment account and subsequently accounted for in the annual inventory of equipment. The suggested Capitalization policy format is on page 16 - 4.

B) INVESTMENT POLICY AND CASH MANAGEMENT

The primary objective of an investment policy is to invest at the highest rate obtainable all funds in excess of those necessary for the daily operation of the LHA. In order to know what funds are available for investment it is necessary that the LHA have some system of cash management. Proper cash management includes:

- 1) A system for promptly recording and depositing all cash receipts.
- 2) A system to ensure that tenant accounts receivable are properly recorded and all cash collection for tenants are reconciled to the total tenants accounts receivable balance.
- 3) A purchase order and payment system to ensure control over all expenditures.
- 4) A system of recording cash receipts and disbursements to allow the LHA to know the daily balance of cash.
- 5) Reconciliation of the monthly bank statement.
- 6) A method of forecasting the excess funds available for investments.

In summary, the LHA must have a strong system to control cash, know what cash is on hand at all times, and project what funds are in excess of current needs.

A suggested Investment Policy and Current Cash Forecast is shown on page 16 - 7.

C) PROCUREMENT POLICY

It is necessary that all LHAs have a formal stated policy to control the purchases and contracts for equipment, materials, supplies and services.

A sample format of a proper Procurement Policy is on page 16 - 11.

D) DISPOSITION POLICY

It is also important that LHAs adopt strict controls over the sale of capital equipment.

A sample format of a proper Disposition Policy is shown on page 16 - 14.



SECTION 16:

CAPITALIZATION POLICY

The LHA should capitalize all equipment as follows:

A. 1400.4 Inventory of Furniture & Equipment (Control Account)

| <u>Development<br/>Purchase</u> | <u>Management<br/>Purchase</u> |   |
|---------------------------------|--------------------------------|---|
| 1465.01                         | 1465.1                         | Ranges & Refrigerators - Dwelling Equipment |
| 1475.01                         | 1475.1                         | Office Furniture & Equipment                |
| 1475.02                         | 1475.2                         | Maintenance Equipment                       |
| 1475.03                         | 1475.3                         | Community Space Equipment                   |
| 1475.04                         | 1475.4                         | Congregate Furnishings                      |
| 1475.07                         | 1475.7                         | Automotive Equipment                        |

B. Criteria for Capitalizing Non-Expendable Equipment

- a) All purchases of equipment which have an expected life of more than one year, and cost \$300.00 or more per unit, must be capitalized. Ranges and Refrigerators must be capitalized in all cases.
- b) The content and type of equipment to be charged to the above accounts is explained in Section C (page 16 - 5).
- c) Complete property records are to be maintained on these accounts. These records are further explained in Section 15D (page 15 - 7).
- d) Items under \$300.00 in unit value will be charged to Account 4420, with the exception of ranges and refrigerators.

C. Content and Types of Equipment to be Charged to Non-Expendable Equipment

1. 1465.01 & 1465.1 Ranges & Refrigerators - Dwelling Equipment
  - (a) Refrigerators
  - (b) Ranges
  - (c) Items exceeding \$300.00 with useful life of more than one year.
2. 1475.01 & 1475.1 Office Furniture & Equipment  
(Subject to \$300 test)
  - (a) Data Processing Equipment
  - (b) Accounting Machines
  - (c) Calculators
  - (d) Adding Machines
  - (e) Desks, Tables and Chairs
  - (f) Duplicating Equipment
  - (g) Typewriters
  - (h) Files and Safekeeping Equipment
  - (i) Photographic Equipment
  - (j) Air Conditioners
3. 1475.02 & 1475.2 Maintenance Equipment  
(Subject to \$300 test)
  - (a) Tools and Machinery
  - (b) Tractors

3. 1475.02 & 1475.2 Maintenance Equipment  
(Subject to \$300 test) (continued)
  - (c) Snow Removal Equipment
  - (d) Lawn Care Equipment
  - (e) Fire Control Equipment
  - (f) Cleaning Equipment
  - (g) Painting Equipment
  - (h) Portable Heaters
  - (i) Pumps
  - (j) Storage Equipment
  - (k) Floor Sanders
  - (l) Moving Equipment
4. 1475.03 & 1475.3 Community Space Equipment  
(Subject to \$300 test)
  - (a) Sofas
  - (b) Chairs
  - (c) Tables
  - (d) Entertainment Equipment
  - (e) Water Coolers
  - (f) Stair Runners
  - (g) Washers Dryers
5. 1475.04 & 1475.4 Congregate Furnishings  
(Subject to \$300 test)
6. 1475.07 & 1475.7 Automotive Equipment  
(Subject to \$300 test)
  - (a) Automobiles
  - (b) Trucks
  - (c) Utility Trailers

## INVESTMENT POLICY

### I. ADMINISTRATION OF INVESTMENT OF FUNDS

- A. In larger housing authorities it is the responsibility of the Accounting Department, with the concurrence of the Executive Director, to develop, maintain, and execute the Investment Policy.
- B. Funds available for Investments: Monies on deposit in the General Fund in excess of those monies necessary for the daily operation of the Housing Authority for a period of 90 days should be considered available for investment. These funds should be invested when the expected yield exceeds amounts received in the general fund.

### II. COLLATERALIZATION OF DEPOSITS

- A. The \_\_\_\_\_ Housing Authority must require that their depositaries, with the exception of the Massachusetts Municipal Depository Trust, continuously and fully secure all deposits - regular, savings, N.O.W. Accounts, and Certificates of Deposit, in excess of the amount insured by the pledging or setting aside of collateral of the types and in the manner as is prescribed by state law for the security of public funds. Such collateral must at all times be of a market value at least equal to the amount of the uninsured portion of the deposit.

### III. OBJECTIVE

The objective of the Investment Policy is to prudently invest the maximum funds for the longest term at the highest interest rate, thereby realizing the greatest return on all cash not needed for operations.

### IV. ESTIMATING AMOUNTS AVAILABLE FOR INVESTMENTS

- A. The \_\_\_\_\_ Housing Authority must, at each calendar quarter, prepare a statement showing an estimate of amounts available for investment. (Current Cash Forecast). See page 16 - 10.
- B. When the Housing Authority is engaged in the development of one or more projects, the statement will show a breakdown of development funds and operating funds available for investment.



V. TERM OF INVESTMENT

A. Definition of Term

1. Investments may be classified into three time categories: long-term investments (over two years); medium-term investments (one to two years); and short-term investments (less than twelve months).

B. Selection of Term

1. The selection of short term investments will depend upon a current cash forecast of immediate needs.
2. Medium and long term investments will be based on the needs of non-routine expenditures.

VI. APPROVED INVESTMENTS

A. Approved Investment Securities. The following is a listing of the securities in which funds may be invested:

1. U.S. TREASURY BILLS. Treasury Bills with a maturity of 91 days and 182 days are issued weekly, and Bills with a maturity of 9 months and 12 months are issued monthly. These bills are issued on a discount basis and are redeemed at par upon maturity.
2. U.S. TREASURY CERTIFICATES, NOTES AND BONDS. These securities are issued periodically by the Treasury Department through Federal Reserve Banks and Branches.
  - a. U.S. Treasury Certificates mature less than one year from the issue date and bear interest at fixed rates, payable at maturity.
  - b. U.S. Treasury Notes mature in more than one and less than five years from the issue data and bear interest at fixed rates, payable semi-annually.
  - c. U.S. Treasury Bonds mature more than five years from the issue date and bear interest at fixed rates, payable semi-annually.

- B. Certificates of Deposit. Time deposits that are available from the Housing Authority's depository may be established for the investment of funds where it is determined to be advantageous. It must be provided in the rules governing time deposit accounts, or by a valid agreement with the depository, that any amount contained in the account may be withdrawn in full. Further, the amount of deposit in such an account must be collateralized as provided in Section II of this policy. The means of achieving the best offer is to solicit for competitive bids. Such solicitation involves a request for quotations of interest rates on short-term deposits (i.e. 30, 60, 90, 120 and 180 days) to be secured with approved securities (i.e. Government Obligations, AA or better Corporate or Municipal Bonds). Market rates should be reviewed to ensure that the bank's interest rate payments compare favorably with other available investments.
- C. N.O.W. Accounts (Negotiable Order Withdrawal). Housing authorities should consider the use of N.O.W. Accounts. This will assure the LHA of a constant investment of any idle cash. (Collateralization required).
- D. Savings Certificates. These are savings deposits which range in term from 1 to 9 years with variable interest rates depending upon the term. This type of instrument would be used when:
1. A medium to long term investment is advisable.
  2. Projected yield of this instrument is deemed favorable in relation to other alternatives.
- E. Savings Accounts. These are regular and 90 day notice savings accounts. These would be used when:
1. A short term investment is advisable.
  2. Projected yield of this type investment is deemed favorable in relation to other alternatives.
- F. FDIC Insured Money Market Fund. These accounts allow the LHA maximum flexibility in transferring funds back and forth to the checking account.
- G. Massachusetts Municipal Depository Trust. This account may be used in lieu of a checking account, assuring the LHA that all excess funds are always invested.

HOUSING AUTHORITY

90 DAY CASH  
CURRENT CASH FORECAST

PERIOD FROM \_\_\_\_\_ 19 \_\_\_\_ TO \_\_\_\_\_ 19 \_\_\_\_

Beginning Cash Balance:

Investments

Due Dates

Amount

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checking Account Balance \_\_\_\_\_

Receipts During Period:

Dwelling Rental \_\_\_\_\_

Other Income \_\_\_\_\_

Interest Income \_\_\_\_\_

Subsidy \_\_\_\_\_

Total Cash Available \_\_\_\_\_

Disbursements During Period:

Description

Amount

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cash Requirements \_\_\_\_\_

Expected Net Cash Surplus (Deficit) \_\_\_\_\_

Minimum Cash Balance \_\_\_\_\_

Surplus Funds to be Invested \_\_\_\_\_

Surplus (Deficit) \_\_\_\_\_



STATEMENT OF PROCUREMENT POLICY

1. Purchases and contracts for equipment, materials, supplies, or services, except for personal services, should be made in the following manner:
  - a. The Executive Director or designated representative of the Authority may make purchases and contracts of less than \$500 in amount. The Executive Director should solicit at least three price quotations over the telephone to ensure that the price obtained is advantageous to the Local Authority.
  - b. For purchases and contracts from \$500 to \$5,000, the Executive Director or designated representative of the Authority must solicit bids orally, by telephone, or in writing from at least three suppliers, if so many be available in the locality. The Executive Director must keep on file a tabulation of solicitations made and quotations received.
  - c. For purchases and contracts in excess of \$5,000, the Executive Director or designated representative of the Authority shall invite bids by: (1) advertisement in at least one newspaper of general circulation; or (2) mailing invitations to bid to all available dealers and notices posted in public places; or a combination of such methods. A tabulation of bids received must be retained.
  - d. For equipment and supplies included in Consolidated Supply Contracts, the Executive Director or designated representative of the Authority may purchase from the contract suppliers without any further solicitation or invitation of bids regardless of the amounts involved, (extremely rare for jobs over \$5,000) unless it is known that lower prices are available elsewhere.
  - e. All procurement of equipment, materials, supplies, and repairs or services shall be documented. Expenditures under \$25.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures from \$25 to \$5,000 shall be authorized by a standard form of purchase order. Expenditures in excess of \$5,000 shall be made by formal contract except in the case of purchases made under a Consolidated Supply Contract. These purchases may be made by a purchase order, regardless of amount.
  - f. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision:  
"No member, officer or employee of the \_\_\_\_\_ Housing Authority during his tenure or for one year thereafter shall have any interest, direct, or indirect, in this contract or the proceeds thereof."



2. For the purchases and contracts specified in paragraphs 1b and 1c above, lack of competition is permissible only when an emergency exists which permits no delay due to the possibility of injury to life or destruction of property, or when only one source of supply is available and the purchasing or contracting officer shall so certify. For work under \$5,000.00, the LHA should obtain three quotes; if over \$5,000.00, the Division of Capital Planning and Operations (DCPO) should be contacted. If an award is made without competition, a formal report of such award, together with a certification or statement justifying the lack of competition, must be made to the Board.
3. The Executive Director should submit all bids at the next regular meeting and the Board must decide who the contract is to be awarded.

A summary of the Public Bidding Procedure for LHAs is as follows:

| <u>Type of Work</u>   | <u>Bidding Procedures</u>   |
|---|---|
| All types of construction of building related work involving: (a) labor and materials; (b) labor only; or (c) materials only; with an estimated cost under \$500.             | Obtain three telephone quotes; write a memo to file.  |
| All types of construction or building-related work involving: (a) labor and materials; (b) labor only; or (c) materials only; estimated to cost over \$500 and under \$5,000. | Obtain three written quotes.  |
| Purchase of construction or building related materials only, estimated to cost in excess of \$5,000.  | Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.                        |
| Building-related construction work involving labor and materials estimated to cost over \$5,000 and under \$25,000.   | Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.                        |
| Non-building-related construction work such as leaching fields, site work, fencing, paving, parking areas, etc. estimated to cost more than \$5,000.                          | Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.                        |
| Building-related construction work involving labor and materials estimated to cost more than \$25,000.  | Work publicly bid in accordance with M.G.L. Chapter 149, Section 44A through 44H inclusive. |
| Furnishings, equipment and supplies, including such items as office furniture, copy machines, typewriters, adding machines, vehicles, heating fuels, linens, etc.             | Refer to the procedures outlined on pages 21 and 22 of the Management Systems Handbook.     |

Public Bidding Procedures (Continued)

Type of Work

Emergency situation where LHA determines it necessary to seek a waiver from public bidding requirements of M.G.L. Chapter 149, Section 44A-H.

Emergency situation in which the LHA finds it necessary to seek a waiver of the public bidding requirements of M.G.L. Chapter 30, Section 39M.

Bidding Procedures

Contact Division of Capital Planning and Operations to discuss possible waiver options. Likelihood of receiving waiver from public bidding is very slim, and is usually only granted for problems related to natural causes or disasters, not from delay or inaction in addressing repair program.

Contact the Department of Labor and Industries for emergency contract and bidding procedures.

## DISPOSITION POLICY

Authority property may not be sold or exchanged for less than its fair value. Property of the value of \$2,000 or more, which is to be sold to other than a public body for a public use, must be sold at public sale.

Sales of excess personal property should be made in the following manner:

1. If the estimated sales value of the Authority property offered for sale is less than \$300.00, the Executive Director or designated representative of the Authority may negotiate a sale in the open market after such informal inquiry as he/she considers necessary to ensure a fair return to the Housing Authority. The sale must be documented by an appropriate bill of sale.
2. For sales from \$300.00 to \$2,000, the Executive Director or designated representative of the Authority may solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received must be prepared and retained as part of the permanent record. The sale must be documented by an appropriate bill of sale.
3. For sales of \$2,000 or more, the award of such contract must be made only after advertising for formal bids. Such advertising must be at least 15 days prior to award of the sales contract and should be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices must be posted in public places. A tabulation of all bids received should be prepared and filed with the contract as a part of the permanent record. The award will be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer must be documented by an appropriate bill of sale.

Authority property may not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director or designated representative of the Authority must make every effort to dispose of excess property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement should be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement should be referred to the Board for its approval. A copy of the Board's approval, together with the complete documentation in support of the destruction, abandonment, or donation, must be retained as a part of the permanent records.









CONTRACT FOR FINANCIAL ASSISTANCE

by and between

THE COMMONWEALTH OF MASSACHUSETTS

(Acting by and through the Department of Community Affairs)

and

\_\_\_\_\_ Housing Authority

State-Aided Housing Project No. \_\_\_\_\_

ARTICLE 1.0 INTRODUCTION

1.1 Parties

This CONTRACT, made as of \_\_\_\_\_, by and between the Commonwealth of Massachusetts (hereinafter the "Commonwealth"), acting by and through the Department of Community Affairs (hereinafter the "Department"), pursuant to and by virtue of the powers conferred by General Laws (Ter. Ed.) Chapters 23B and 121B, as amended, and \_\_\_\_\_ Housing Authority (hereinafter the "Authority") a public body, politic and corporate, duly organized and existing pursuant to Chapter 121B, Section 3.

1.2 Background

The Authority proposes to plan, design, construct, manage, and administer a Project to provide housing for persons of low income in \_\_\_\_\_ within the Commonwealth, said Project to consist of approximately \_\_\_\_\_ dwelling units, which Project is more fully described in the Application by the Authority dated \_\_\_\_\_, filed with and approved by the Department on \_\_\_\_\_, (hereinafter the "Application"), and which Project may include such changes therein (whether in the number of dwelling units provided thereby or otherwise) as may from time to time be approved in writing by the Department as an amendment to the Application, and which Project is designated as State-Aided Housing Project \_\_\_\_\_ (hereinafter the "Project").

In consideration of the mutual covenants and conditions herein contained and for other good and valuable consideration the parties hereto hereby mutually covenant and agree as follows:

1.3 Grant by the Commonwealth

- (1) The Commonwealth agrees to provide financial assistance to the Authority in the form of a grant for the development cost of the Project, in the amount of \_\_\_\_\_ and upon the terms set out in this contract.

#### 1.4 Development in Two Phases

- (1) The development of the Project shall be divided into two Phases: I, Initial Planning and II, Final Planning and Construction.
- (2) The Authority agrees that after it has completed the Initial Planning Phase and submitted same to the Department, the Authority will not proceed to Final Planning and Construction until it has received written authorization to do so from the Department.  
  
Such authorization may include waivers of any requirements of Initial Planning the Department is prepared to grant, such as allowing additional time for performance, or waiving certain requirements altogether.
- (3) The Department reserves the right not to grant authorization to proceed to Part II, Final Planning and Construction. In such case the Authority agrees to postpone, or cancel, or to take any other course of action with respect to the Project, and the disposition of the site, and of the development funds on hand, including interest income, as the Department directs.

#### 1.5 The "CFA Amount" and the "Total Development Budget"

- (1) The total amount of the grant, as set out in Article 1.3, shall be known as the "CFA Amount".
- (2) Upon authorization to the Authority to proceed to Part II Final Planning and Construction, the Department shall establish a Budget, called the "Total Development Budget", which shall represent the best estimate of the total development cost of the Project, based on the information developed in Initial Planning. The total Development Budget may be revised from time to time, based on latest cost information or practical policy considerations, but shall in no way exceed the "CFA Amount".
- (3) The Authority agrees to plan, design and construct the Project in accordance with Chapter 121B, this contract, the Application as approved by the Department, and the Guidelines, Administrative Orders, and Rules and Regulations of the Department, and within the Total Development Budget as most recently revised by the Department.

#### 1.6 Method of Payment

- (1) The Department agrees to advance to the Authority \$25,000 to cover the cost of Initial Planning upon the signing of this Contract.
- (2) All further payments shall be made by the Department at such times, and in such amounts, as shall, within the discretion of the Department, insure that the Authority has funds on hand to meet all expenses of the development as such expenses fall due.
- (3) Such money shall be used only to pay items properly chargeable to the actual development cost of the Project, as approved by the Department, or to reimburse the Authority, with the approval of the Department,



## CONTRACT FOR FINANCIAL ASSISTANCE

by and between

THE COMMONWEALTH OF MASSACHUSETTS

(Acting by and through the Department of Community Affairs)

and

\_\_\_\_\_ Housing Authority

State-Aided Housing Project No. \_\_\_\_\_

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- (2) All further payments shall be made by the Department at such times, and in such amounts, as shall, within the discretion of the Department, insure that the Authority has funds on hand to meet all expenses of the development as such expenses fall due.
- (3) Such money shall be used only to pay items properly chargeable to the actual development cost of the Project, as approved by the Department, or to reimburse the Authority, with the approval of the Department,

for payments theretofore properly made for or on account of such actual development cost.

- (4) Upon request by the Department, the Authority shall furnish evidence satisfactory to the Department that amounts properly chargeable to the actual development cost of the Project are due and payable, or have been paid from other funds, or are about to become due and payable.
- (5) The Department may also advance funds to the Authority to create a reasonable reserve in the Authority for the payment of amounts properly chargeable to the actual development cost of the Project and expected to become due within a period designated by the Department.

#### 1.7 Duration of State Financial Assistance

State financial assistance shall be deemed to be continuing for a period of forty years from the date of completion of the Project, and during such period this contract shall remain in full force and effect.

### ARTICLE 2.0 DEVELOPMENT

#### 2.1 Initial Planning

##### 2.1.1 Time for Completion

The Authority agrees that it will complete work required in the Initial Planning Phase to the satisfaction of the Department within 180 days from the date of this contract unless the time is extended, in writing, by the Department.

##### 2.1.2 Selection of Architect

The Authority agrees that in the selection of the architect it will comply with all the requirements of the Statutes, particularly G.L.c. 7, ss. 30B to 30P, and the Guidelines, Administrative Orders, and Rules and Regulations of the Department.

##### 2.1.3 Site Selection and Acquisition

- (1) The Authority agrees that it will, in accordance with procedures and Guidelines of the Department, submit to the Department for its approval a proposed site for the Project, appraisals of said site, and schematic drawings including a determination of construction cost.
- (2) Upon the Department's approval of the site and appraisals, the Authority shall obtain an option to purchase the site.
- (3) Upon the Department's approval of the schematic drawings, the Authority shall secure the necessary zoning as required by local or municipal statutes and submit these items to the Department for its approval. When requested to do so by the Department, the Authority will file an Application for a Comprehensive Permit, under G.L.c. 40B ss. 20-23.



- (4) The Authority agrees that it will within a reasonable time as established by the Department acquire the site for the Project in the location specified in the planning phase as approved by the Department, and that the purchase price for each parcel shall first have been approved by the Department.
- (5) The Authority agrees that it will not institute any eminent domain proceedings without prior written approval from the Department.
- (6) The Authority agrees that good and sufficient title will be vested in the Authority, and that it will supply to the Department a copy of its Attorney's Certificate of Title.
- (7) The Authority agrees that all contracts in connection with such acquisition including, without limitation, contracts for legal services, title examination, survey, appraisal, negotiation of options, or purchases shall be approved by the Department.

#### 2.1.4 EOCD Right to Suspend Project

The Department reserves the right to suspend all planning activities pending the resolution of any problem regarding site negotiations or the acquisition of a satisfactory option, or any other aspect of site acquisition or control.

#### 2.1.5 Local Approvals

- (1) The Authority will proceed expeditiously to obtain local and state approvals from all agencies having jurisdiction over any aspect of the Project or its development and to submit evidence of such approvals to the Department.
- (2) The Authority will seek diligently to obtain written commitments from relevant local agencies and boards reiterating their intent to provide local contributions as stipulated in the initial grant proposal.

### 2.2 Final Planning and Construction

Upon final approval by the Department of the Initial Planning phase, the Authority will proceed promptly with the Final Planning and Construction phase.

#### 2.2.1 Final Plans and Specifications

The Authority will cause the final plans and specifications of the Project to be prepared in accordance with the Initial Planning phase and will submit three sets of such final plans and specifications to the Department for its approval. The Authority agrees that such final plans and specifications will conform to said Chapter 121B, as amended, and the Rules, Regulations, and Guidelines of the Department.

#### 2.2.2 Submission of Bids; Award

- (1) Upon the approval by the Department of such final plans and specifications the Authority will invite sealed bids for the construction of the Project by advertisement in a publication or publications approved by the Department, the dates of such publication

and the opening of bids to be prescribed or approved by the Department. The provisions of General Laws Chapter 149, the Rules, Regulations and Guidelines of the Department, and the Regulations and Procedures prescribed by the Division of Capital Planning and Operations shall apply to the qualification of bidders, the bid process, and the award of the contract for construction.

- (2) The Authority shall award the contract to the lowest eligible and responsible bidder at the price determined by the base bid and alternates, after prior written approval by the Department.

### 2.2.3 Construction Contract Administration

#### (1) Monitoring the Construction

The administration of the construction contract shall be the responsibility of the Authority.

#### (2) Oversight by Department

- (a) The Department will provide such inspection as it may deem necessary to monitor compliance with the construction contract.
- (b) The Department may require the Authority to reimburse the Department for the reasonable expenses incurred in providing the above inspection. Such reimbursement shall be a part of the Project cost.
- (c) The Authority shall require that the Department and its designated representative or representatives shall be permitted to review all work, materials, payrolls, records of personnel, conditions of employment, invoices of materials, books of accounts, and other data and records in connection with the construction, development and execution of the Project which the Department shall require.
- (d) The Authority agrees that it will not, without the prior written approval of the Department, (i) award or enter into any contract relating to the construction, development or equipment of the Project, (ii) issue any contract change order in connection with any such contract, (iii) perform any work in connection with the construction, development or execution of the Project or purchase any equipment otherwise than by a contract approved by the Department, or (iv) make any expenditure for the construction, development, execution or equipment of the Project not specifically authorized in the Total Development Budget approved by the Department.

#### (3) Completion

- (a) The Authority agrees that it will furnish the Department with certificates in such number and form and from such person or persons as it may require, that the Project has been completed free from defects or inadequacies, that the Authority has been discharged from all liabilities in connection with the



development of the Project through the payment or setting aside of monies and that the Project is free from mechanics', laborers', and other liens.

- (b) The Authority may accept for occupancy a part of the Project or the entire Project provided that a written agreement as to the terms of said acceptance is executed between the parties to the construction contract and the bonding company as surety, and provided further that the Authority has notified each appropriate insurance carrier of its acceptance.

### ARTICLE 3.0 MANAGEMENT

The Authority agrees to administer the Project in accordance with said Chapter 121B, as amended, this contract, the Application and the Guidelines, Orders and Rules and Regulations of the Department as they may be from time to time in effect, (unless such Guidelines, Orders, Rules and Regulations, such Application and the provisions of the contract not required by said Chapter 121B are waived in writing by the Department).

#### 3.1 MANAGEMENT PLANNING

The Authority agrees:

- (1) Management and Tenant Selection Plan

That early enough in the Construction Phase to insure completion prior to occupancy, the Authority will initiate the preparation of a Management and Tenant Selection Plan, or, if one is already on file with the Department, to update it in conformance with the Department's current Regulations, policies and guidelines;

- (2) Maintenance Program

That in conjunction with existing maintenance staff, the Authority will prepare a written program, to include routine and preventive maintenance or update an existing one, to cover the new Project;

- (3) Interim Budget

That the Authority will prepare an Operating Budget to cover the period from Initial Occupancy to the end of the Authority's fiscal year;

- (4) Management Books of Account

That approximately two months prior to Initial Occupancy, in order to insure readiness before Initial Occupancy, and before the occurrence of income or expense transactions relating to the operation of the project as distinguished from development transactions, the Authority will initiate the preparation of management books of account;

That the set of development books which already exist will continue through the later phases of development until the Project is formally closed into management by the Department;

(5) Tenant Handbook

To prepare a tenant handbook for orientation of new tenants, and, if appropriate, separate handbooks directed to elderly, family, handicapped, or congregate housing tenants;

(6) EOCD Guidelines; Utilizing EOCD Staff

To insure that the management plan, maintenance program, operating budget, management accounts, tenant handbooks, tenant application form, tenant selection process, and affirmative action and fair marketing procedures all comply with the Department's management Regulations, Guidelines, policies, and approved forms, and to utilize all assistance available from the Department's management staff;

(7) Congregate Living Tenants

Where appropriate to utilize the services of a congregate housing coordinator funded by the Department of Elder Affairs, if eligible under existing regulations and guidelines; and to form a Multi-disciplinary Assessment Team to identify congregate living tenants, assess their special needs, and provide services for them;

(8) Community Facilities

In conjunction with the tenant organization, to set guidelines for the use of community facilities by tenants and their guests;

(9) Memorandums of Understanding

To enter into a Memorandum of Understanding, or a formal agreement, for the use of community space, with outside groups, where expanded community facilities have been built as a part of the Project in anticipation of such use.

3.2 Management Rules and Regulations

- (1) The Project shall be administered for occupancy in accordance with sections 32 and 40 of said Chapter 121B, as amended, and the Rules and Regulations of the Department, as amended.
- (2) The rental amount, any modification thereof, and the form and the maximum term of the lease of the Authority shall be subject to the approval of the Department.
- (3) Eligibility standards and requirements of admission, tenant selection and continued occupancy shall be those approved from time to time by the Department in accordance with said Chapter 121B and the Rules and Regulations of the Department.
- (4) No applicant for tenancy and no tenant shall be subjected to any unlawful discrimination or segregation because of race, creed,



religion, age, sex, country of origin, ancestral origin, handicap, citizenship or political affiliation.

### 3.3 Rent Determination and Collection

- (1) The Authority agrees that it will not operate the Project for profit.
- (2) Subject to the approval of the Department, the Authority further agrees that it will establish, fix and collect rent from tenants in the Project in accordance with the Rules and Regulations for the Determination of Rents in State-Aided Public Housing.
- (3) The Authority shall promptly collect all rents and other income due the Project and shall promptly take the necessary steps to evict delinquent tenants.

### 3.4 Operating Budgets and Statements

- (1) The Authority agrees that it will submit to the Department for approval a proposed operating budget for each fiscal year at least thirty (30) days prior to the first day of each such fiscal year, and that it will operate the Project during such fiscal year within the total amount and in accordance with the details of the budget as approved by the Department, except as any additional amounts may be later approved by the Department, and that it will file with the Department a certified copy of the budget in the form prescribed or approved by the Department.
- (2) The budget will show the amounts and sources of the anticipated revenues required:
  - (a) To meet the expense of operation, maintenance, repair and administration of the Project, including, without limitation, the cost of insurance and any other expense required to be paid by the Authority, all to the extent properly attributable to the Project;
  - (b) To create and maintain reasonable reserves for vacancy and collection losses, repairs, maintenance, renewals and replacement (including renewals and replacement of portions of the Project, equipment or furnishings), and such other reserves as may be required by the Department; and
  - (c) To produce such additional monies or funds as the Authority shall deem proper and the Department shall approve, provided, however, that rentals shall be at no higher rates than shall be prescribed as the maximum by any provision of law then in force.
- (3) The Authority agrees to file with the Department a quarter-annual and an annual operating statement at such times as are prescribed by the Department.

### 3.5 Operating Deficit and Operating Subsidy

If the projected income is insufficient to meet projected expenses, the submitted budget will indicate the projected operating deficit for which the Authority seeks an operating subsidy, as provided for in Chapter 121B.

### 3.6 Separate Operating Revenues and Accounts

The Authority will at all times conduct its business and affairs in such manner:

- (1) That the accounts relative to the Project will be separate and distinct from accounts of the Authority relative to any other project or enterprise developed, administered, or engaged in by the Authority;
- (2) That such portion of the office and general administrative expenses of the Authority as are fairly chargeable to the Project can be readily determined; and
- (3) That all revenues, income, reserves, and funds, from whatever source, received or held by or for the account of the Authority for purpose of or in connection with the development, execution, or administration of the Project will at all times be segregated and held in funds and bank accounts separate and distinct from all other funds and bank accounts of the Authority, and be prudently invested so as to maximize interest earned on such funds.

#### 3.6.1 Use of Projected Revenues

The Authority covenants that no portion of any of the rents, income, reserves or funds, from whatever sources, received or held by or for the account of the Authority for the purpose of or in connection with the development or administration of the Project will be used to pay any indebtedness, obligation, or liability incurred by the Authority in connection with any other project or enterprise developed administered or engaged in by the Authority, or for any purpose other than the payment of the indebtedness, obligation, or liability incurred by the Authority in connection with the Project.

#### 3.6.2 Reserve Account

The Authority shall create and maintain such reserve accounts as shall be required by the operating budget then in effect, and as may be required by the Department.

### 3.7 Accounts, Records, Books and Audits

The Authority agrees that it will:

- (1) Maintain separate full accurate accounts, records and books relative to the Project in such manner and in such detail as the Department may prescribe;
- (2) Grant to the employees of the Commonwealth or representatives of the Department at all times during normal business hours and as often as



the Department may require full and free access to the Project and to its accounts, records and books;

- (3) Permit the Department or any accountants or auditors approved by the Department to make periodic audits, excerpts or transcripts of the accounts and financial records of the Authority;
- (4) Furnish to the Department such financial, operating, statistical and other reports, records, statements, and documents on whatever basis as may be required by the Department; and
- (5) Furnish copies of the contracts of the Authority and other documents in the possession of the Authority as the Department may from time to time require.

### 3.8 Insurance; Repair of Damage

- (1) The Authority shall maintain insurance and fidelity bonds of such kinds and amounts as may be required by the Department. For each insurance policy or bond that the Authority must procure, the Authority shall award any such insurance or bond to the lowest responsible bidder, after invitation for competitive bids. The form of the bid, invitations, and the award of any such insurance or bond, shall be subject to the approval of the Department.
- (2) The Authority at all times shall maintain the Project in good repair, order and condition to assure its successful operation throughout its expected life, and, in the event of damage or destruction to the Project or any part thereof, shall promptly repair, reconstruct or restore the Project to the greatest practicable extent with the proceeds of any insurance claim or other monies available for the purpose.
- (3) Whenever, in any manner whatsoever, the Project or any part thereof shall have been damaged or destroyed, or any of the dwellings in the Project shall have become unsafe or unsanitary, the Authority shall proceed promptly to establish (either by settlement approved by the Authority and Department or by litigation) and to collect all valid claims, which may have arisen against insurers or others based upon the destruction of or damage to the Project. All proceeds of such claims shall be disbursed and all repairs, reconstruction and restoration shall be undertaken only in such manner and at such time or times as shall have been approved by the Department.

### 3.9 Department Oversight Over Management Contracts

The Authority will not, without the prior approval of the Department:

- (1) award or enter into any contract for services, repairs, maintenance, utilities or equipment, or any other contract during the management or operation of the Project by the Authority;
- (2) issue a contract change order in connection with any such contract;
- (3) perform any work or make any purchase in connection with the management or operation of the Project in excess of such sum or sums

which the Department may from time to time prescribe for the respective contract involved; or

- (4) make any expenditure in connection with the management or operation of the Project not specifically authorized in the operating budget for the respective fiscal year as approved by the Department.

### 3.10 Personnel and Procurement Policies

Personnel and procurement policies of the Authority to be used in the administration of the Project shall be those prescribed or approved by the Department.

### 3.11 Other Available Assistance

Upon the availability of federal financial assistance or special state grants from other agencies of the Commonwealth, the Authority shall, upon receipt of written notice from the Department, immediately enter into negotiations with the federal government or such state agencies to arrange for financial assistance with respect to the Project and for the termination, in whole or in part, of the state financial assistance provided for hereunder. The Department may order the Authority (a) to apply for such financial assistance, and (b) upon obtaining approval therefor, to enter into a contract or contracts for such financial assistance, and to make such arrangements as are possible to terminate, reduce or subordinate the obligation of the Commonwealth to render financial assistance. The Authority agrees that it will promptly comply with such order or orders of the Department. No such contract for federal financial assistance or order of the Department shall in any way affect any outstanding obligations of the Authority or of the Commonwealth hereunder.

### 3.12 Encumbrance or Sale of Project

The Authority covenants and agrees that it will not, without the written approval of the Department, sell, transfer, convey, alienate, assign, mortgage, pledge, or otherwise encumber the Project, or any part thereof, or any properties used in connection therewith, (except that the Authority may lease dwellings in the Project to individual tenants in accordance with the provisions of this contract), or cause, permit or suffer to be created or maintained any lien or charge thereon, and may, at the direction of the Department, execute and record such declaration of trust or other documents satisfactory to the Secretary, as will, under the laws of the Commonwealth of Massachusetts, give or purport to give constructive notice of the covenants of the Authority embodied herein.

## ARTICLE 4.0 GENERAL PROVISIONS

### 4.1 General Departmental Oversight Over All Contracts and Payments

The Authority agrees that all contracts, express or implied with respect to the Project, any agreement for judgment, all payments on account of any contracts for property, materials or services acquired, furnished or used in connection with the Project, whether for its development or administration, shall be



subject to the approval of the Department, and that it will make no payment on account of any such contract, judgment or for any such property, materials or services except with the prior written approval of the Department, or by its order, or by provision of a budget previously approved by the Department.

#### 4.2 Deposits; Depository Agreement; Rights of the Department with Respect to Financial Accounts of the Authority

- (1) All revenues, income, reserves, and funds of the Authority, whether in connection with the development or the administration of the Project, shall be deposited only in a bank or banks approved by the Department.
- (2) The Authority agrees that at the time of opening any account with any bank or other financial institution, or depository, the Authority will obtain a depository agreement with such bank, on a form approved by the Department, which will provide that:
  - (a) Upon the receipt of any direction from the Department and until such direction has been revoked by the Department, no further withdrawal by the Authority shall take place;
  - (b) Such bank or depository will agree with the Department that the bank will forthwith comply with such direction unless and until revoked by the Department;
  - (c) Any withdrawal of funds, or check signed by the Department will be honored by such bank;
  - (d) The bank will honor an authorization from the Department permitting the Authority to resume the right to make withdrawals; and
  - (e) Such authorization will be made by the Department as soon as the Authority has made good the default or misrepresentation of material fact which caused the revocation of the Authority's right to make withdrawals.

#### (3) Development Fund Agreement

A depository agreement covering development funds shall be called a "Development Fund Agreement".

#### 4.3 Interest on Deposits; Investment Income

The Authority agrees that any interest earned on deposits or accounts and all income earned on funds temporarily invested prior to being expended for the development or other needs of the Project, shall be added to the principal. If at any time the Department determines that surplus development funds are available at the completion of development, the interest or income shall be returned or transferred, as the Department directs, together with the principal. If it becomes necessary for the Department to exercise control over the Authority's accounts under Article 4.2.(2) of this contract, such control shall extend to such interest or investment income as well as to the principal.

4.10 Civil Rights, Equal Employment, Affirmative Action

The Authority agrees:

- (1) To comply with the Civil Rights Act of 1964 as amended (78 Stat, 252) and the regulations of the Secretary of HUD effectuating Title VI.
- (2) Not to discriminate against any person, whether tenant, employee, contractor, subcontractor, or applicant, because of age, race, creed, color, handicap, sex, or national origin; and so to state in all solicitations or advertisements for employees, to incorporate such requirements in its contracts for Project work, and to require that contractors and subcontractors do likewise.
- (3) That Department's Rules and Regulations relating to Affirmative Action are hereby incorporated by reference and made a part of this contract.

IN WITNESS WHEREOF, the Commonwealth of Massachusetts acting by and through the Secretary of the Executive Office of Communities and Development/Department of Community Affairs and \_\_\_\_\_ Housing Authority, acting by the Chairman hereunto authorized by vote of the Authority, an attested copy of which is hereto attached, have executed this contract in duplicate, all as of the day and year first above written.

THE COMMONWEALTH OF MASSACHUSETTS

By \_\_\_\_\_  
Secretary  
Executive Office of Communities and  
Development/Department of Community Affairs

Housing Authority Seal

\_\_\_\_\_ Housing Authority

ATTEST

\_\_\_\_\_  
Secretary of the Authority

By \_\_\_\_\_  
Chairman









SECTION 18:

COMPUTERIZATION

The accounting system described in this manual and the examples illustrated in the Enfield Housing Authority have for the most part demonstrated the procedures necessary to maintain a manual accounting system. EOCD recognizes that there are many different computerized systems throughout the Commonwealth and that the accounting records used in the accumulation of accounting data will vary to some degree from those described in Section 6A. However, it is important that computerized systems have adequate supporting documentation and leave a clear audit trail as to how accounting data has been accumulated.

Computerized systems should contain the following records:

Accounts Receivable

- 1) Tenant Rent Charges Register
- 2) Individual Tenant Records
- 3) Trial Balance
- 4) Cash Receipts Register

Accounts Payable

- 1) Voucher Register
- 2) Check Register

Payroll

- 1) Individual Personnel Records
- 2) Payroll Register
- 3) Check Register

General Ledger

- 1) Transaction Register
- 2) Trial Balance
- 3) Balance Sheet
- 4) Operating Statement



If the general ledger program necessitates the use of account numbers that are different from those prescribed in the Financial Reporting Section, Section 7, of this manual, a conversion chart must be maintained to allow for conversion from the General Ledger to the Financial Statements.

Access to the computerized system must be limited to authorized personnel in order to control unauthorized manipulation of data.

In the event an application program does not provide an acceptable audit trail, the needed records must be maintained manually.





SECTION 19:

CONVERSION TO NEW ACCOUNTING SYSTEM

The conversion to the new accounting system involves primarily the conversion of the general ledger chart of accounts to the new chart of accounts in Section 6B. All conversions will be as of the start of an LHA's fiscal year and therefore all 3000, 4000, 5000, and 7000 accounts will have zero balances at the starting point. The balance sheet accounts 1000 and 2000 series will have balances and therefore should be closed out carefully, per a general journal entry.

Beyond the included conversion chart to convert to the new chart of accounts, the LHA must be familiar with the changes as described in the Section 2 of this manual. The programs most affected by this manual are the Modernization and 707 Program. The necessity to maintain costs by Work Plan makes the Modernization program potentially difficult depending on the complexity of the individual LHA's program. The 707 Program does not have the potential to become difficult but does have its own unique problems at the time of conversion.

Prior to the changes put forth in this manual, the 707 Program did not have a year-end close out reconciliation of EOCD advances for Rental Assistance Payments with the LHA net cash payments to landlords. LHAs kept a cumulative accountability only through the quarterly requisition. The quarterly requisition did not necessarily tie back to the general ledger. Under the new system there is a formal year-end reconciliation that requires that the LHA start off the first fiscal year with a new balance in the 2210 Prepaid Partial Payment account that is only applicable to the first quarter of the new fiscal year. Balances in the old 2129 State Share Unallotted accounts applicable to periods prior to the start of the new fiscal year should be transferred to Account 2290 Undistributed Credits or Account 1690 Undistributed Debits until the LHA is notified by EOCD of the proper disposition of these balances.



A conversion chart of accounts which allows for the conversion from the old general ledger accounts to the new general ledger accounts is on page 19 - 3.

### CONVERSION OF CHART OF ACCOUNTS

The following chart should be used to convert the old general ledger accounts to the new general ledger accounts:

| <u>TITLE (NEW MANUAL WHERE APPLICABLE)</u>                   | <u>ACCOUNT<br/>NUMBER<br/>OLD</u> | <u>ACCOUNT<br/>NUMBER<br/>NEW</u> |
|--|-----------------------------------|-----------------------------------|
| Development Fund or Modernization Cash.....                  | 1111                              | 1111                              |
| Administration Fund Cash.....                                | 1112                              | 1112                              |
| Security Deposit Fund Cash.....                              | -                                 | 1114                              |
| Petty Cash.....  | 1117                              | 1117                              |
| Accounts Receivable - EOCB Section 8 Subsidy - Shelter Rent. | 1121                              | 1121                              |
| Accounts Receivable - Tenants Accounts.....                  | 1122                              | 1122                              |
| Accounts Receivable - EOCB Subsidy.....                      | 1124                              | 1124                              |
| Accounts Receivable - Other.....                             | 1129                              | 1129                              |
| Revolving Fund Advances.....                                 | 1119                              | 1155                              |
| Investments.....   | 1170                              | 1162                              |
| Debt Service Fund.....                                       | 1151                              | 1171                              |
| Debt Service Trust Fund - Cash.....                          | 1181                              | 1172                              |
| Debt Service Trust Fund - Investments.....                   | 1171                              | 1173                              |
| Debt Service Subsidy.....                                    | 1123                              | 1176                              |
| Prepaid Insurance.....                                       | 1210                              | 1211                              |
| Inventory - Material/Fuels.....                              | 1212                              | 1212                              |
| Deferred Charges - Other.....                                | 1290                              | 1290                              |
| Development Cost Control Account.....                        | 1400                              | 1400.2                            |

| TITLE (NEW MANUAL WHERE APPLICABLE)                        | ACCOUNT<br>NUMBER<br>OLD | ACCOUNT<br>NUMBER<br>NEW |
|--|--------------------------|--------------------------|
| <u>SUBSIDIARY ACCOUNTS 1400.2 DEVELOPMENT COST CONTROL</u> |                          |                          |
| Executive Director Salary.....                             | 1410.1                   | 1410.01                  |
| Other Salaries.....  | 1410.1                   | 1410.02                  |
| Legal Fees.....  | 1410.2                   | 1410.04                  |
| Accounting.....  | 1410.1                   | 1410.05                  |
| Advertising.....   | 1410.7                   | 1410.06                  |
| Employee Retirement.....                                   | 1410.5                   | 1410.09                  |
| Travel.....  | 1410.3                   | 1410.10                  |
| Insurance.....   | 1410.6                   | 1410.11                  |
| Sundry.....  | 1410.4                   | 1410.19                  |
| Interest Income.....                                       | 1420.1                   | *1420.07                 |
| Other Income.....  | 1420.2                   | 1420.08                  |
| Architect Fees (Basic).....                                | 1430.1                   | 1430.01                  |
| Extra Architect Fees.....                                  | 1430.1                   | 1430.02                  |
| Surveys.....   | 1430.2                   | 1430.03                  |
| Borings & Test Pits.....                                   | 1430.3                   | 1430.04                  |
| Printing & Bidding.....                                    | 1430.4                   | 1430.05                  |
| Special Construction Investigations.....                   | 1430.6                   | 1430.06                  |
| Inspection Costs.....                                      | 1430.5                   | 1430.07                  |
| Measured Drawings.....                                     | 1430.7                   | 1430.08                  |
| Construction Testing.....                                  | 1430.8                   | 1430.09                  |
| Other Design Consulting Fees.....                          | -                        | 1430.10                  |
| Clerk of Works.....  | -                        | 1430.11                  |
| Sundry Planning.....                                       | -                        | 1430.19                  |

\* ALSO REPLACES 2920.92 and 2999 FOR MODERNIZATION PROGRAMS AS OF JULY 1, 1988.

| TITLE (NEW MANUAL WHERE APPLICABLE)                                    | ACCOUNT<br>NUMBER<br>OLD | ACCOUNT<br>NUMBER<br>NEW |
|--|--------------------------|--------------------------|
| <u>SUBSIDIARY ACCOUNTS 1400.2 DEVELOPMENT COST CONTROL (Continued)</u> |                          |                          |
| Land/Building Purchase.....  | 1440.1                   | 1440.01                  |
| Building Maintenance.....  | 1440.2                   | 1440.02                  |
| Accrued Taxes.....   | 1440.3                   | 1440.03                  |
| Appraisal Fees.....  | 1440.4                   | 1440.04                  |
| Recording Fees.....  | 1440.5                   | 1440.05                  |
| Relocation.....  | 1440.6                   | 1440.06                  |
| Construction Contract.....   | 1450.1                   | 1450.01                  |
| Demolition.....  | 1450.2                   | 1450.02                  |
| Contracts by Others.....   | 1450.8                   | 1450.09                  |
| Miscellaneous.....   | -                        | 1450.10                  |
| Ranges & Refrigerators.....  | 1450.7                   | 1465.01                  |
| Office Furnishings.....  | 1450.3                   | 1475.01                  |
| Maintenance Equipment.....   | 1450.6                   | 1475.02                  |
| Community Room Furnishings.....  | 1450.3                   | 1475.03                  |
| Congregate Furnishings.....  | 1450.5                   | 1475.04                  |
| Automotive Equipment.....  | -                        | 1475.07                  |
| Contract-Work-In-Process - Modernization.....                          | -                        | 1480                     |
| Operating Reserve Funds - Modernization.....                           | -                        | 1491                     |
| Capital Reserve Funds - Modernization.....                             | -                        | 1492                     |
| Other Funding - Modernization.....                                     | -                        | 1498                     |
| <u>ASSETS (Continued)</u>  |                          |                          |
| Development Cost Liquidation.....                                      | 2540                     | 1400.3                   |
| Inventory of Furniture and Equipment Control.....                      | -                        | 1400.4                   |



| TITLE (NEW MANUAL WHERE APPLICABLE)   | ACCOUNT<br>NUMBER<br>OLD | ACCOUNT<br>NUMBER<br>NEW |
|---|--------------------------|--------------------------|
| <u>SUBSIDIARY ACCOUNTS TO 1400.4 CONTROL (Continued)</u>  |                          |                          |
| Dwelling Equipment Nonexpendable.....   | -                        | 1465.1                   |
| Office Furniture and Equipment.....   | -                        | 1475.1                   |
| Maintenance Equipment.....  | -                        | 1475.2                   |
| Community Space Equipment.....  | -                        | 1475.3                   |
| Congregate Furnishings.....   | -                        | 1475.4                   |
| Automotive Equipment.....   | -                        | 1475.7                   |
| NOTE: The 1400.4 Section also makes use of the 1465.01, 1475.01, 1475.02, 1475.03, 1475.04 and 1475.07 when the inventory purchased during the Development period is brought over to the 1400.4. See Section 15D. |                          |                          |
| <u>ASSETS (Continued)</u>   |                          |                          |
| Development Cost Inventory of Furniture & Equipment - Contra  | -                        | 1400.5                   |
| Completed Modernization Cost.....   | -                        | 1400.6                   |
| Undistributed Debits.....   | -                        | 1690                     |
| Donation of Equipment - TELLER Program.....   | -                        | 1695                     |
| Contract Awards.....  | 1500                     | 1800                     |
| Contract Awards (Contra).....   | 2400                     | 1810                     |
| <u>LIABILITIES &amp; CAPITAL</u>  |                          |                          |
| Accounts Payable - Other.....   | 2111                     | 2111                     |
| Contract Retentions.....  | 2112                     | 2112                     |
| Tenants Security Deposits.....  | 2210                     | 2114                     |
| Bid Deposits.....   | 2111                     | 2115                     |
| Employee's Payroll Deductions.....  | 2117                     | 2117                     |
| Accounts Payable - EOCD Subsidy Overpayment.....  | -                        | 2118                     |
| Accounts Payable - Revolving Fund.....  | 2119                     | 2119                     |
| Matured Interest and Principal.....   | 2140                     | 2140                     |

| TITLE (NEW MANUAL WHERE APPLICABLE)             | ACCOUNT<br>NUMBER<br>OLD | ACCOUNT<br>NUMBER<br>NEW |
|---|--------------------------|--------------------------|
| <u>LIABILITIES &amp; CAPITAL (Continued)</u>    |                          |                          |
| Prepaid Partial Payments - 707.....             | 2129                     | 2210                     |
| Payments to Landlords - 707.....                | 2112                     | 2215                     |
| Charges to Tenants - 707.....                   | 2112                     | 2216                     |
| Tenants Prepaid Rents.....                      | 2240                     | 2240                     |
| Undistributed Credits.....                      | -                        | 2290                     |
| Deferred Subsidy.....                           | -                        | 2291                     |
| Deferred Credits - Other.....                   | -                        | 2292                     |
| Grants Issued.....                              | 2121                     | 2320                     |
| Bonds Issued.....                               | 2321                     | 2321                     |
| Bonds Retired.....                              | 2323                     | 2323                     |
| Cumulative EOCB Modernization Contribution..... | -                        | 2324                     |
| Notes Issued.....                               | 2123                     | 2325                     |
| Notes Retired.....                              | -                        | 2326                     |
| Valuation of Fixed Assets.....                  | -                        | 2400                     |
| Gifts and Donations.....                        | -                        | 2460                     |
| Debt Service Reserve.....                       | 2550                     | 2550                     |
| Unamortized Bond Premium.....                   | 2551                     | 2551                     |
| Debt Service Requirement.....                   | 5100                     | 2552                     |
| Debt Service Contribution.....                  | 7100                     | 2553                     |
| Capital Reserve.....                            | 2560                     | 2560                     |
| Operating Reserve.....                          | 2590                     | 2590                     |
| Net Income (Deficit).....                       | 2700                     | 2700                     |
| Modernization Grants.....                       | 2900                     | 2900                     |

| TITLE (NEW MANUAL WHERE APPLICABLE)                          | ACCOUNT<br>NUMBER<br>OLD | ACCOUNT<br>NUMBER<br>NEW |
|--|--------------------------|--------------------------|
| <u>LIABILITIES &amp; CAPITAL (Continued)</u>                 |                          |                          |
| Supportive Services Program - Interest on Program Funds..... | ..                       | 2960                     |
| Supportive Services Program - Other Funds.....               | -                        | 2990                     |
| Fees Earned From Developers - TELLER Program.....            | -                        | 2995                     |
| <u>INCOME ACCOUNTS</u>                                       |                          |                          |
| Shelter Rent - Tenant.....                                   | 3105                     | 3110                     |
| Shelter Rent - Federal Section 8.....                        | 3106                     | 3115                     |
| Shelter Rent - EOCD Section 8.....                           | 3106                     | 3116                     |
| Utility Charges to Tenants.....                              | 3110                     | 3120                     |
| Non Dwelling Rentals.....                                    | 3115                     | 3190                     |
| Administrative Fee - 707.....                                | 3900                     | 3400                     |
| Interest on Investments.....                                 | 3500                     | 3610                     |
| Other Operating Receipts.....                                | 3555                     | 3690                     |
| <u>EXPENSE ACCOUNT</u>                                       |                          |                          |
| Operating Expense Control Account.....                       | 4000                     | 4000                     |
| Administrative Salaries.....                                 | 4101                     | 4110                     |
| Legal.....   | 4102                     | 4130                     |
| Members Compensation.....                                    | 4103                     | 4140                     |
| Travel & Related Expense.....                                | 4105                     | 4150                     |
| Accounting Services.....                                     | 4104                     | 4170                     |
| Administrative Other.....                                    | 4102                     | 4190                     |
| Tenant Organization.....                                     | 4203                     | 4230                     |
| Water.....   | 4310                     | 4310                     |
| Electricity.....   | 4320                     | 4320                     |
| Gas.....   | 4330                     | 4330                     |



| TITLE (NEW MANUAL WHERE APPLICABLE)                | ACCOUNT<br>NUMBER<br>OLD | ACCOUNT<br>NUMBER<br>NEW |
|--|--------------------------|--------------------------|
| <u>EXPENSE ACCOUNTS (Continued)</u>                |                          |                          |
| Fuel.....  | 4340                     | 4340                     |
| Energy Conservation.....                           | 4360                     | 4360                     |
| Other Utilities.....                               | 4390                     | 4390                     |
| Maintenance Labor.....                             | 4401                     | 4410                     |
| Materials & Supplies.....                          | 4402                     | 4420                     |
| Contract Costs.....                                | 4403                     | 4430                     |
| Insurance.....                                     | 4711                     | 4510                     |
| Payment in Lieu of Taxes.....                      | 4740                     | 4520                     |
| Employee Benefits.....                             | 4715                     | 4540                     |
| Provision for Operating Reserve.....               | 4790                     | 4790                     |
| Provision for Capital Reserve.....                 | 4799                     | 4799                     |
| FOOD Directed Costs.....                           | -                        | 4800                     |
| Debt Service (Section 8 ONLY).....                 | 5100                     | 4900                     |
| <u>NONROUTINE EXPENDITURES AND CREDITS</u>         |                          |                          |
| Prior Year & Other Adjustments Debit (Credit)..... | -                        | 6210                     |
| Extraordinary Maintenance.....                     | 2590                     | 6510                     |
| Collection Loss.....                               | 2590                     | 6580                     |
| Replacement of Equipment.....                      | 2590                     | 7520                     |
| Receipts From Sale of Equipment.....               | 2590                     | 7530                     |
| Reformments & Additions.....                       | 2590                     | 7540                     |
| <u>FOOD SUBSIDY</u>                                |                          |                          |
| Operating Subsidy Earned.....                      | 7300                     | 7300                     |









SECTION 20:

EVALUATION OF ACCOUNTING DATA

The final phase of the accounting cycle, the Evaluation of Accounting Data, is a review by LHA Management and E.D of the financial position of each individual LHA program.

This manual has outlined the accounting procedures for the following six programs:

- 1) Development Program
- 2) Management Program
- 3) Section 8-Assisted Program
- 4) 707 Program
- 5) Modernization Program
- 6) Supportive Services Program

Three of these programs, Development, Modernization, and SSP, are closely related in nature. These programs are primarily evaluated by comparing the actual cost to-date versus the budget cost, and obtaining an explanation of any overruns. These three programs should also be monitored to assure that adequate funds have been requisitioned to support current and anticipated expenditures.

The other three programs, Management, Section 8-Assisted, and 707, are also closely related in nature in that they involve the management phase of housing tenants, the submission of annual operating budgets, and the close out of surplus to operating reserves at the end of a fiscal year.



The special characteristics that make the Section 8-Assisted and 707 Programs different from the conventional Management Program are explained in Sections 11 and 12. The purpose of this section is to review the Management Program and the kinds of things that should be examined to evaluate its true financial status.

The one true indicator of the financial status of a management program is the true operating reserve balance. The purpose of the operating reserve is threefold. Firstly, the operating reserve allows LHAs to have funds necessary for cash flows. Some months more cash is paid out than is received and it is therefore necessary to have additional cash to meet these needs. Secondly, LHAs must have reserve funds to meet emergency situations such as major boiler or roof repairs that have not been anticipated in the budget. Thirdly, the operating reserve is used to fund nonroutine expenditures such as the replacement of refrigerators and ranges.

EOCD has established maximum and minimum balances for operating reserves which act as bench marks for LHAs to assess the relative value of their operating reserve balances. As an example, a 667 project with 100 units would have a maximum reserve of \$80,000.00 (100 units x \$800.00 per unit). If this particular 100 unit 667 program had a actual operating reserve balance of \$60,000.00 (75% of maximum of \$80,000.00), it would be fair to state that it has a relatively strong operating reserve.

The problem in evaluating the operating reserve has always been the question of what is the true balance. The operating reserve actual balance is always some balance either positive or negative, but the true operating reserve balance requires an analysis of the balance sheet and an understanding of how balance sheet items affect the operating reserve.

An examination of the Enfield Housing Authority financial statements of September 30, 1986 will help to clarify the meaning of a true operating reserve balance. Enfield Housing Authority has completed the 1st quarter of the fiscal year ending June 30, 1987. The Operating Statement (Form 051-1), Balance Sheet (Form 051-2), and Calculation of Operating Subsidy Earned and Calculation of Estimated Interim of Year End Operating Reserve Balance (Form 051-5), are on pages 10-41, 10-42 and 10-45 respectively.

Per the 051-5, Section II, line 1, the operating reserve balance at June 30, 1986, the start of the fiscal year, was \$32,930.00. The maximum reserve of its 75 unit 667 project is \$60,000.00. Enfield's book balance in the operating reserve is 54% of maximum, a relatively healthy position.

Per the 051-1, Operating Statement, Enfield has the following first quarter results:

| <u>Line #</u> |  |                                |
|---------------|--|--------------------------------|
| 39            | Net Income (Deficit) Before Subsidy                    | (532.00)                       |
| 40            | Operating Subsidy Earned per<br>line 11 of 051-5       | <u>1,752.00</u>                |
| 41            | Net Income (Deficit) Before<br>Nonroutine Expenditures | <u>1,220.00</u>                |
| 48            | Nonroutine Expenditures                                | <u>18,750.00</u>               |
| 49            | Net Income (Deficit)                                   | <u>\$ (17,530.00)</u><br>===== |

The net deficit per line 49 is brought over to line 3, Section II, Form 051-5.

Section II at 9-30-86 is as follows:

|   |   |                              |
|---|---|------------------------------|
| 1 | Operating Reserve Balance 6-30-86         | 32,930.00                    |
| 2 | Provision for Operating Reserve 9-30-86   | 900.00                       |
| 3 | Net Income Deficit 3 months ended 9-30-86 | <u>(17,530.00)</u>           |
| 4 | Operating Reserve Balance 9-30-86         | <u>\$ 16,300.00</u><br>===== |

IMPORTANT NOTES:

- 1) Enfield Housing Authority received \$14,477.00 of operating subsidy during the first quarter ending 9-30-86 which was credited to account 7300. Per line 11 of the Form 051, Enfield earned only \$1,752.00 of the total \$14,477.00 received. The remaining \$12,725.00 per line 14, Section I of the 051-5 is reported in account 2291 of the Balance Sheet, Form 051-1 at 9-30-86 (no entry has to be actually booked). At the end of the fiscal year it is necessary to book a journal entry to the appropriate account, 1125 or 2118, per lines 13 or 14 respectively of Section I, Form 051-5.
- 2) As of 9-30-86 per Form 051-2, Balance Sheet, the operating reserve balance is \$33,830.00, the beginning balance of \$32,930.00 plus the \$900.00 provision. The only item that is booked to the operating reserve during the fiscal year is the Provision for Operating Reserve. All other items and nonroutine items are accounted for in the 051-1, Operating Statement and flow to the 2700 Income and Expense Clearing Account. The 2590 Operating Reserve account and 2700 account are integrated on the bottom of the Balance Sheet, 051-2 at the end of the quarter. Only at the end of the fourth quarter, the fiscal year end, is Account 2700 Income and Expense Clearing account closed to Account 2590 Operating Reserve.



IMPORTANT NOTES (Continued):

- 3) The best approximation of the operating reserve balance during the first three quarters of the fiscal year is on Section II, line 4 of the 051-1 form which integrates the actual 2590 balance and the 2700 account. The actual 2590 account, per the 051-2 Balance Sheet, is only accurate at the end of the fiscal year.
- 4) Enfield Housing Authority's operating reserve balance has dropped from \$32,930.00, 54% of maximum, to \$16,300.00, 27% of maximum. The 050 operating budget for the fiscal year ending 6-30-87 anticipated a net reduction in the operating reserve of \$13,950.00 (primarily due to the anticipated purchase of a new truck), but it did not anticipate the emergency boiler repairs that Enfield incurred for \$6,300.00. Enfield must now exercise caution in incurring additional nonroutine expenditures.

There is one more complicating point to this problem of understanding the true operating reserve balance. An examination of the Enfield Balance Sheet at September 30, 1986 will help us to understand this point. The balance sheet is a photograph of the Enfield Housing Authority financial status at the date of balance sheet. It contains the net result of all the accounting transactions that have taken place since the first dollar of development funds were received.



Please note the development cost per Enfield is a net \$650,000. and this is financed by \$650,000. of Grants Issued. This item is not affecting the financial status of Enfield. The net Inventory of Furniture and Equipment is also matched by the 2400 account and therefore these two items do not affect the financial status of Enfield.

The Enfield Housing Authority shows a net 2590 and 2700 account balance as \$16,300.00 as of September 30, 1986 and theoretically this balance should be matched by \$16,300.00 in cash investments in the asset section above.

Cash and Investments for Enfield at 9-30-86 are as follows:

|    |  |                    |
|----|--|--------------------|
| 1. | Total Cash   | \$ 7,245.          |
| 2. | Investments  | <u>17,414.</u>     |
| 3. | Total (1 plus 2)                                     | 24,659.            |
| 4. | 2590 plus 2700                                       | <u>16,300.</u>     |
| 5. | Net Excess of Cash over<br>Operating Reserve Balance | \$ 8,359.<br>===== |

There is \$24,659.00 of cash and investments. Enfield has a net \$8,359.00 of cash over its operating reserve balance. Does the Enfield Housing Authority have an additional \$8,359.00 it may spend for operating reserve purposes?

To answer this question it is necessary to analyze the 051-2 Balance Sheet as follows:

|    |              |  |           |
|----|--------------|--|-----------|
| 1) | Account 1122 | Cash not received due to tenants being delinquent in payment of rent. (Reduces cash available) | \$ (191.) |
| 2) | Account 1121 | Cash used to buy Prepaid Insurance (Reduces cash available)                                    | (3,437.)  |
| 3) | Account 1210 | Cash used to purchase Prepaid Retirement (Reduces cash available)                              | (4,500.)  |
| 4) | Account 2114 | Cash received for Tenants for Security Deposits (Adds to cash but is not available)            | 3,750.    |

|    |              |  |                    |
|----|--------------|--|--------------------|
| 5) | Account 2240 | Tenant paid rent prior to month in which it was due. (Adds to cash but is not available) | 12.                |
| 6) | Account 2291 | Deferred Subsidy received but not earned (Adds to cash but is not available)             | <u>12,725.</u>     |
|    |              | Net Cash that is in excess of what is available for operating reserve purposes.          | \$ 8,359.<br>===== |

Enfield Housing Authority does not have \$8,359.00 of additional funds to spend for operating reserve purposes. It is true that it does have the temporary use of the cash. If the 9-30-86 Balance Sheet was the end of the fiscal year for Enfield Housing Authority, it would owe EOCD \$12,725.00 (this amount would not be paid back to EOCD, but would be subtracted from the first quarter advance in the next fiscal year). Without the \$12,725.00 in excess subsidy, Enfield would have net \$4,366.00 (\$8,359.00 less \$12,725.00) of cash that is tied up and therefore not available for operating reserve purposes.

The cash available for operating reserve purposes would be as follows:

|   |                       |
|---|-----------------------|
| Net Operating Reserve Balance 9-30-86<br>(2590 plus 2700) | \$ 16,300.00          |
| Less: Cash Not Available                                  | <u>4,366.00</u>       |
| Net Cash Available  | \$ 11,934.00<br>===== |

If Enfield had delinquent tenant balances of \$10,191.00 rather than \$191.00 (this would not be likely in a 667 project with 75 units but is a major factor in some larger projects throughout the Commonwealth), it would in fact have only \$1,934.00 (\$11,934. less \$10,000.) available for operating reserve purposes. Yet, it would still be showing \$16,300.00 in the operating reserve on the balance sheet.

Uncollected tenant rents and other assets purchased, such as prepaid insurance, act to reduce the amount of cash actually available for operating reserve purposes. Accounts payable and deferred items, such as subsidy received but not earned, act to increase cash and investments on hand in excess of the operating reserve balance but do not allow more cash to be available for operating reserve purposes.

It is important that the LHA analyze all of the balance sheet items in relationship to the operating reserve balance to assure that future nonroutine items, planned to be purchased through the operating reserve balance, are in fact backed by adequate cash and investments to finance them.







SECTION 22:

ACCOUNTING FOR THE TELLER PROGRAM

PURPOSE OF THE TELLER PROGRAM

The TELLER Program (Tax Exempt Local Loans to Encourage Rental Housing) is a means to produce mixed - income rental housing in which either 20% of the units are affordable to households with incomes below 50% of the area median or 40% of the units are affordable to households with incomes below 60% of the area median.

LHAs may authorize the issuance of bonds that will enable a private for-profit or non-profit developer to construct, rehabilitate or acquire and rehabilitate one or more projects.

The LHA's primary role is to review the application from developers and to act as a conduit for the issuance of bonds. The LHA is the issuing agency for the bonds, but the bonds are not backed by the faith or credit of the LHA or the Commonwealth nor is there any other form of guarantee pledged by the LHA with the issuance of these bonds. The bonds are secured by the real estate total value in the project itself.

The basic process to be followed before bonds can be issued under the TELLER Program involves six steps, as follows:

1. Developer files an Initial Application with LHA
2. LHA reviews Initial Application and grants Official Action Status
3. LHA holds a public hearing on the project
4. Developer files a Final Application
5. LHA makes findings and enters into a Regulatory Agreement with the developer
6. EOCD approves the project

A detailed description of the above procedures and other regulatory information regarding the TELLER Program is available by contacting EOCD.

### PROGRAM FEES

Fees are paid by a TELLER developer to both the participating Local Housing Authority (LHA) and the Executive Office of Communities and Development (EOCD). The total fee paid by the developer is equal to one-half of one percent of the principal amount of the TELLER bond issue or \$5,000, whichever is greater. A non-profit developer pays a total fee equal to one-quarter of one percent of the TELLER bond issue or \$2,500, whichever is greater.

The accounting procedures for TELLER that are described in this section apply only to the fees paid to the LHA, but in order to fully explain the fee structure, both fees paid to the LHA and EOCD are described below.

#### TELLER Fees

|                          | For-profit Developer   |        | Non-profit Developer                       |        |
|--------------------------|--|--------|--|--------|
|                          | LHA  | EOCD   | LHA  | EOCD   |
| Initial Application Fees | \$2,000  | \$ 500 | \$1,000                                    | \$ 250 |
| Final Application Fees   | 1/2 total fee payable upon issuance of TELLER bonds, provided that the aggregate amount paid to EOCD for initial application submission and to LHA for initial and final application shall not exceed \$12,500 | \$ 500 | 1/2 of amount paid by for-profit developer | \$ 250 |

|              |  |                                   |  |                                |
|--------------|--|-----------------------------------|--|--------------------------------|
| Closing fees | balance<br>of fee,<br>provided<br>that the<br>aggregate<br>amount<br>paid to<br>LHA for<br>initial<br>and final<br>application<br>fees and<br>closing fee<br>shall not<br>exceed<br>\$20,000 | balance<br>of 1/2<br>of 1%<br>fee | 1/2 of<br>amount<br>paid by<br>for-<br>profit<br>developer | balance<br>of 1/4 of<br>1% fee |
|--------------|--|-----------------------------------|--|--------------------------------|

Use of TELLER Fees by LHA

The LHA not only receives these fees to reimburse it for necessary expenses related to its review and approval of a TELLER project, but the LHA can get additional reasonable and necessary expenses reimbursed directly by EOCD, with EOCD's prior approval. In addition to counsel retained by the LHA to provide advice with respect to the approval of the project, each LHA must retain special counsel to provide advice to the LHA with respect to the issuance of the bonds. This special counsel must come from a list of qualified lawyers which is provided to the LHA by EOCD upon request. This special counsel may also be the bond counsel for the developer, if the developer approves. All fees payable to such special counsel shall be reimbursed from the proceeds of the bonds, unless otherwise agreed to by the LHA and the developer. EOCD will also make other technical assistance available to LHAs on a statewide basis.



LHAs may require technical assistance in evaluating proposals which come before them because there are aspects of multifamily housing development which require specific knowledge and experience with the issues involved. If the LHA does not possess this degree of technical expertise, it should retain outside professionals, using the fees provided under the TELLER program. For example, the initial \$2,000. (or \$1,000.) provided the LHA at the time of Initial Application may be used to retain architects, engineers, planners, environmental consultants, lawyers or any other professional with skills in the areas which need particular scrutiny. If these funds are insufficient to secure the type or depth of review the LHA finds necessary, it can seek EOCD's approval to receive reimbursement for greater amounts.

In addition to receiving upfront fees to cover expenses involved in the review and approval of a project, the LHA may negotiate with a developer for fees relating to ongoing review and/or supervision of the project. Such fees may involve an ongoing involvement with tenant selection for the low/moderate income units or some other form of participation. EOCD expects that the LHA will continue to fulfill its responsibilities for its own state-supported developments, and that its direct involvement in the private development and management process of TELLER projects will not compromise that fulfillment.

### Example of Computation and Payment of Fees

A hypothetical example of the computation and payment of the TELLER fees described above is provided for clarification of the Program's financial operation. Assuming a \$6,000,000. bond issue the fees involved are as follows:

|  | <u>For-Profit<br/>Developer</u> | <u>Non-Profit<br/>Developer</u> |
|--|---------------------------------|---------------------------------|
| <u>Total Fee Payable</u>   |                                 |                                 |
| 1/2 of 1% x \$6,000,000.   | \$ 30,000.<br>=====             |                                 |
| 1/4 of 1% x \$6,000,000.   |                                 | \$ 15,000.<br>=====             |
| <u>Initial Application Fee</u>   |                                 |                                 |
| To LHA   | 2,000.                          | 1,000.                          |
| To EOCD  | 500.                            | 250.                            |
| <u>Final Application Fee</u>   |                                 |                                 |
| To LHA (1/2 of Total Fee owed,<br>provided initial application<br>fees paid LHA and EOCD <u>and</u> this<br>final application fee paid to<br>LHA shall not exceed \$12,500.) | 10,000.                         | 6,250.                          |
| To EOCD  | 500.                            | 250.                            |
| <u>Closing Fees</u>  |                                 |                                 |
| To LHA (Balance up to but not<br>to exceed \$20,000.)  | 8,000.                          | 7,250.                          |
| To EOCD (Balance of total 1/2 of<br>1% or 1/4 of 1%)   | <u>9,000.</u>                   | <u>-</u>                        |
| <u>TOTAL FEES</u>  | \$ 30,000.<br>=====             | \$ 15,000.<br>=====             |

## ACCOUNTING RECORDS TO BE MAINTAINED

To properly set up and maintain the new accounting system for the TELLER Program it is necessary to consider the following important notes:

- 1) A separate bank account and separate general ledger must be maintained for the TELLER Program. Multiple TELLER projects may be maintained in the same bank account and general ledger.
- 2) The TELLER Program should be set up with a chart of accounts similar to the Development accounts as noted in Section 9 of this manual.

The basic accounts to be used are as follows:

| <u>Account No.</u>   | <u>Description</u>                |
|--|-----------------------------------|
| 1111   | Cash                              |
| 1162   | Investments                       |
| 1400   | Project Costs <u>1/</u>           |
| (Note: multiple TELLER projects may be differentiated by using 1400.1, 1400.2, 1400.3, etc.) |                                   |
| 1695   | Donation of Equipment             |
| 2119   | Accounts Payable - Revolving Fund |
| 2995   | Fees Earned From Developers       |

(Note: multiple TELLER projects may be differentiated by using 2995.1, 2995.2, 2995.3 etc.)

- 1/ Subsidiary costs to the 1400 accounts should be similar to those used under development programs as described in Section 6 and 9 of this manual.

- 3) LHAs are not required to submit financial reports to EOCD. However, LHAs must maintain accountability for TELLER Program activity and must prepare a year-end Balance Sheet and Statement of Costs which must be available for auditors.

- 4) LHAs may use fees earned from developers under the TELLER Program for housing authority activities.
- 5) LHAs do not have to book any entries regarding the issuance of Bonds or any subsequent transactions relating to Bond Amortization.
- 6) An individual TELLER project is considered closed when the LHA has expended all of the fees earned associated with the particular project. Under the TELLER Program this would constitute the 1400.1 account being equal to the 2995.1 account and all outstanding receivables have been collected and all outstanding obligations have been paid.
- 7) If the LHA has utilized an individual TELLER project fund to purchase equipment (i.e. typewriter, computer,\* truck, etc.) such equipment must be transferred to the appropriate LHA program balance sheet (i.e. 200, 667, 689, 705 etc.) at the time the individual TELLER project has expended its total funds.

The entry on the LHA program set of books would be as follows:

| <u>Acct. #</u> | <u>Description</u>  | <u>Debit</u> | <u>Credit</u> |
|----------------|---|--------------|---------------|
| 1400.4         | Inventory of Furniture<br>and Equipment<br>(At original cost) | xxxxxx       |               |
| 2400           | Valuation of Fixed Assets                                     |              | xxxxxx        |

A corresponding entry should be made in the TELLER records to debit account 1695, Donation of Equipment and a credit to reduce the appropriate 1400 cost control and corresponding 1475 subsidiary account, as follows:

| <u>Acct. #</u> | <u>Description</u>                         | <u>Debit</u> | <u>Credit</u> |
|----------------|--|--------------|---------------|
| 1695           | Donation of Equipment                      | xxxxxx       |               |
| 1400.1-1475.1  | Project Cost Control -<br>Office Equipment |              | xxxxxx        |

\* If the LHA wishes to purchase a computer it must obtain approval of the system type from EOCD.



#### FLOW OF ACCOUNTING DATA

The basic flow of accounting data under the TELLER Program is as follows:

- 1) LHA enters into agreement with a developer who submits an Initial Application and remits a non-refundable Initial Application Fee of \$2,000.00 (\$1,000.00 for a non-profit developer).
- 2) Upon submission of the Final Application to the LHA, the developer pays to the LHA a Final Application Fee equal to 50% of the total fee (up to \$12,500.00 less the Initial Application fees paid to LHA and EOCB). Unless otherwise agreed upon by the LHA the Final Application Fee is non-refundable whether or not final approval is granted to the project by the LHA.
- 3) Upon delivery of the bonds, the developer pays to the LHA the Closing Fees, which is the balance of the fee payable to the LHA which cannot exceed a total payment to the LHA of \$20,000.00.
- 4) The LHA uses the above received fees to ensure the success of the TELLER Program and for other housing authority purposes at its discretion.
- 5) At the end of its fiscal year, the LHA must prepare a TELLER Program Balance Sheet and individual Cost Statements for all TELLER projects. These statements are for internal and auditor use only. No financial reporting is required for EOCB.
- 6) Upon completion of the individual TELLER project, the LHA must review the funds expended for equipment purposes and make the appropriate transfer to the individual LHA projects as noted above.

An illustration of the flow of accounting data for the TELLER Program per the Enfield Housing Authority is included in this Section starting on page 22 - 9.

ENFIELD HOUSING AUTHORITY

TELLER PROGRAM

Enfield Housing Authority receives on July 1, 1988 an Initial Application from the Dependable Development Company, a for-profit developer, to construct 50 new family units at an estimated cost of \$5,600,000. of which the proposed TELLER Loan amount is \$5,000,000. Dependable also submits a request to grant Official Action Status to the Project on July 1, 1988.

The following transactions occur during Enfield's fiscal year ending June 30, 1989:

On July 1, 1988 Dependable Development pays Initial Application Fees of \$2,000.00 to Enfield Housing Authority (and \$500.00 to EOCD).

(1)

| <u>Account<br/>Number</u> |  | <u>Debit</u> | <u>Credit</u> |
|---------------------------|--|--------------|---------------|
| 1111                      | Cash   | \$ 2,000.00  |               |
| 2995                      | TELLER Program - Fees<br>Earned From Developer |              | \$ 2,000.00   |

Enfield Housing Authority determines the Initial Application to be complete and determines the following:

- a) It appears that the project will serve the needs of the community.
- b) It is reasonable to expect that the project will comply with TELLER regulatory requirements.
- c) The development team, developer, architect, contractor and management agent appear capable of carrying out the project as presented.

Having made the above determination Enfield Housing Authority grants Official Action Status to Dependable Development on July 28, 1988.

(2)

Subsequent to a public hearing on the project Dependable Development files a Final Application on August 1, 1988 and pays a Final Application Fee of \$10,000.00 to Enfield Housing Authority (50% of total fee less what has been paid to the LHA and EOCD with the Initial Application - total payment including Initial Application Fees not to exceed \$12,500.00 and \$500.00 to EOCD).

| <u>Account Number</u> |  | <u>Debit</u> | <u>Credit</u> |
|-----------------------|--|--------------|---------------|
| 1111                  | Cash   | \$ 10,000.00 |               |
| 2995.1                | TELLER Program - Fees<br>Earned from Developer |              | \$ 10,000.00  |

(3)

On August 1st Enfield purchases a U.S. Treasury Bill for \$9,850.00 due November 1, 1988.

|      |            |             |             |
|------|------------|-------------|-------------|
| 1162 | Investment | \$ 9,850.00 |             |
| 1111 | Cash       |             | \$ 9,850.00 |

(4)

On August 10th Enfield pays its Feasibility/Design Consultant initial billing for negotiating with Dependable Development Co. and drafting of Regulatory Agreement.

|        |                               |             |             |
|--------|-------------------------------|-------------|-------------|
| 1430.1 | Feasibility/Design Consultant | \$ 1,800.00 |             |
| 1111   | Cash                          |             | \$ 1,800.00 |

Enfield approves the Final Application, makes findings, and enters into Regulatory Agreement with Dependable Development on September 15, 1988.

Enfield Housing Authority's Board of Commissioners approves the issuance of bonds in the amount of \$5,000,000. on September 26, 1988. EOCD approves the project on October 10, 1988.



(5)

The bonds are delivered on October 18, 1988 and Dependable Development pays Enfield Housing Authority the balance of the total fee due Enfield Housing Authority (1/2 of 1% of \$5,000,000. = \$25,000. Maximum fee to Enfield Housing Authority \$20,000. less amount previously paid to Enfield, \$12,000.00) in the amount of \$8,000.00, and the balance of \$25,000.00 total fees to EOCD. The amount paid to EOCD is \$4,000.00 (\$25,000.00 less \$20,000.00 paid to LHA and less \$1,000.00 previously paid to EOCD).

| <u>Account<br/>Number</u> |  | <u>Debit</u> | <u>Credit</u> |
|---------------------------|--|--------------|---------------|
| 1111                      | Cash   | \$ 8,000.00  |               |
| 2995.1                    | TELLER Program - Fees<br>Earned from Developer |              | \$ 8,000.00   |

(6)

Enfield Housing Authority U.S. Treasury Bill comes due on November 1, 1988.

|         |                 |              |             |
|---------|-----------------|--------------|-------------|
| 1111    | Cash            | \$ 10,000.00 |             |
| 1162    | Investment      |              | \$ 9,850.00 |
| 1420.07 | Interest Income |              | 150.00      |

(7)

On November 1, 1988 Enfield pays Feasibility/Design Consultant remaining balance due.

|        |                               |             |             |
|--------|-------------------------------|-------------|-------------|
| 1430.1 | Feasibility/Design Consultant | \$ 2,700.00 |             |
| 1111   | Cash                          |             | \$ 2,700.00 |

(8)

On November 1, 1988 Enfield invests in U.S. Treasury Bill for \$14,700.00 due March 1, 1989.

|      |             |              |              |
|------|-------------|--------------|--------------|
| 1162 | Investments | \$ 14,700.00 |              |
| 1111 | Cash        |              | \$ 14,700.00 |



(9)

Enfield's U.S. Treasury Bill came due on March 1, 1989.

| <u>Account<br/>Number</u> |                 | <u>Debit</u> | <u>Credit</u> |
|---------------------------|-----------------|--------------|---------------|
| 1111                      | Cash            | \$ 15,000.00 |               |
| 1162                      | Investment      |              | \$ 14,700.00  |
| 1420.07                   | Interest Income |              | 300.00        |

(10)

On March 5, 1989 Enfield records costs for travel and sundry administration paid from the Revolving Fund and allocated to the TELLER Program.

|         |                                      |           |             |
|---------|--------------------------------------|-----------|-------------|
| 1410.10 | Travel                               | \$ 200.00 |             |
| 1410.19 | Sundry                               | 1,250.00  |             |
| 2119    | Accounts Payable -<br>Revolving Fund |           | \$ 1,450.00 |

(11)

On March 6, 1989 Enfield pays accountant for work performed on TELLER Program and reimburses Revolving Fund for cost paid on its behalf.

|         |                                      |           |             |
|---------|--------------------------------------|-----------|-------------|
| 1410.05 | Accounting                           | \$ 300.00 |             |
| 2119    | Accounts Payable -<br>Revolving Fund | 1,450.00  |             |
| 1111    | Cash                                 |           | \$ 1,750.00 |

(12)

On March 15, 1989 LHA purchases from the Revolving Fund a computer system\* for \$25,000.00 of which \$12,500.00 is prorated to the TELLER Program per vote of the Enfield Board of Commissioners.

|        |                                      |              |              |
|--------|--------------------------------------|--------------|--------------|
| 1475.1 | Office Equipment                     | \$ 12,500.00 |              |
| 2119   | Accounts Payable -<br>Revolving Fund |              | \$ 12,500.00 |

(13)

On March 16, 1989 Enfield reimburses the Revolving Fund for computer system.

|      |                                      |              |              |
|------|--------------------------------------|--------------|--------------|
| 2119 | Accounts Payable -<br>Revolving Fund | \$ 12,500.00 |              |
| 1111 | Cash                                 |              | \$ 12,500.00 |

\* Requires EOCD approval of system type.

No other transactions take place in the TELLER Program through June 30, 1989.

As of June 30, 1989 Enfield Housing Authority prepares a Balance Sheet and Statement of Costs for the TELLER Program as follows:

ENFIELD HOUSING AUTHORITY  
BALANCE SHEET - TELLER PROGRAM  
JUNE 30, 1989

Account

|        |               |                  |
|--------|---------------|------------------|
| 1111   | Cash          | 1,700.00         |
| 1400.1 | Project Costs | <u>18,300.00</u> |

|                     |                              |
|---------------------|------------------------------|
| <u>TOTAL ASSETS</u> | <u>\$ 20,000.00</u><br>===== |
|---------------------|------------------------------|

LIABILITIES & CAPITAL

|        |  |                  |
|--------|--|------------------|
| 2995.1 | TELLER Program - Fees Earned<br>From Developer | <u>20,000.00</u> |
|--------|--|------------------|

|  |                              |
|--|------------------------------|
| <u>TOTAL LIABILITIES &amp; CAPITAL</u> | <u>\$ 20,000.00</u><br>===== |
|--|------------------------------|

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ENFIELD HOUSING AUTHORITY  
STATEMENT OF TELLER COST  
PROJECT 1400.1  
JUNE 30, 1989

|         |                               |                  |
|---------|-------------------------------|------------------|
| 1430.01 | Feasibility/Design Consultant | 4,500.00         |
| 1410.05 | Accounting                    | 300.00           |
| 1410.10 | Travel                        | 200.00           |
| 1410.19 | Sundry                        | 1,250.00         |
| 1420.07 | Interest Income               | (450.00)         |
| 1475.1  | Office Equipment              | <u>12,500.00</u> |

|                            |                              |
|----------------------------|------------------------------|
| <u>TOTAL PROJECT COSTS</u> | <u>\$ 18,300.00</u><br>===== |
|----------------------------|------------------------------|

When the remaining \$1,700.00 is expended, the TELLER Project, 1400.1, will be closed. At that time Enfield Housing Authority must transfer the 1475.1, Office Equipment, to the appropriate Housing Authority Program.

The proper entry on the TELLER Program books to record this transaction is as follows:

|          |   |              |              |
|----------|---|--------------|--------------|
| 1695     | TELLER Program Donation<br>of Equipment | \$ 12,500.00 |              |
| 1400.1 - |   |              |              |
| 1475.1   | Office Equipment                        |              | \$ 12,500.00 |

The corresponding entry on the LHA Housing program books is as follows:

|          |   |              |              |
|----------|---|--------------|--------------|
| 1400.4 - |   |              |              |
| 1475.1   | Inventory of Furniture<br>and Equipment | \$ 12,500.00 |              |
| 2400     | Valuation of Fixed Assets               |              | \$ 12,500.00 |







SECTION 23:

ACCOUNTING FOR THE HIF PROGRAM

PURPOSE OF THE HIF PROGRAM

The HIF Program (Housing Innovation Fund) is a means to provide alternative forms of housing for low income persons and families. Alternative forms of housing include, but are not limited to, emergency shelters or transitional housing for the homeless, single room occupancies, battered women's shelters, limited equity cooperatives, and housing for special needs populations.

Eligible projects must be developed by Chapter 180 non-profit corporations or Chapter 40F Community Development Corporations (CDCS), if also organized under Chapter 180. HIF financing in support of such projects should be used for the construction, acquisition, or rehabilitation of property.

The LHA's primary role is to act as a pass-through or "financial intermediary" through which funds flow from EOCD to Chapter 180 non-profit developers. LHAs receive an "intermediary fee" for acting in this manner.

Alternatively, LHAs may create a non-profit entity to develop the project.

ELIGIBLE PROJECTS

Real estate projects eligible to receive HIF financing must meet the following three criteria:

1) Provide Housing For Low Income Households.

HIF funds are intended primarily to support residential, rental projects. As such, the majority of the net useable space must be for residential purposes, i.e., housing units or related shelter facilities. There is no maximum project size; at a minimum, however, projects must serve no fewer than three low-income households.



2) Be Innovative.

Innovative projects are those which require special financial assistance that is not adequately available from existing public or private sources. HIF funding may not be used to replace an existing state program, such as Chapter 689. It may, however, be used in conjunction with such EOCB programs as SHARP, TELLER, the new Rental Housing Development Action Loan Program (Rental-DAL), and others designed to provide a portion of the capital funding needed for financial feasibility.

3) Relate To Certain Residential "Use Categories".

Eligible projects must provide housing facilities for one of the following three "use categories":

- (a) Mutual housing or limited equity cooperatives;
- (b) Single room occupancies; or
- (c) Alternative forms of housing that involve an unusual or specialized level of management or social services for resident populations with special needs; or (as a second priority) that involve new or unusual engineering or design elements, methods of construction or production, forms of financing combinations of financial resources, or income composition of residents.

PROGRAM COMPONENTS

HIF assistance is available through four program components:

- 1) ACQUISITION LOANS - Funding for front-end and site control costs. Loans up to 25% of negotiated cost or appraised value whichever is less. Maximum - \$15,000.00 per residential unit, \$500,000.00 per project.
- 2) Loan Guarantee or Other Credit Enhancement

Funding to secure construction and permanent financing. Maximum - lesser of - 12 months debt service on the mortgage, \$5,000.00 per resident, or \$250,000.00 per development project.





3) Permanent Mortgage Financing

Funding for Permanent Financing for a portion of the development cost of a project. The mortgage loan will be a Deferred Payment Loan. Maximum amount - lesser of 25% of total development costs or \$15,000.00 per residential unit. Maximum Loan \$500,000.00 per project.

4) Share Loans

The HIF will be used to establish a subsidized Share Loan Fund to enable lower-income households to purchase shares in limited equity cooperatives.

The HIF program components are designed to assist sponsors in obtaining debt and/or equity financing from other public and private sources. As such, it is not intended to provide the "last dollar in", but rather an initial commitment of funds that will enable the sponsor to seek the balance of permanent financing needed for the project. EOCD will make a "conditional reservation" of funds based on an application which demonstrates preliminary financial feasibility.

Application Process

The basic process to be followed before Grants/Loans can be issued under the HIF Program involves three steps as follows:

- 1) Formal Inquiry - To determine eligibility
- 2) Preliminary Application - To determine feasibility and potential for other funding sources
- 3) Final Application - To provide information on the final development team, the final construction budget and the commitment of all funding sources.

A detailed description of these procedures and regulatory information regarding the HIF program is available by contacting EOCD.



FLOW OF FUNDS AND FEES PAID TO LHA

Funds flow to the LHA from EOCD for three purposes:

1) Program Component Funds

- A) Acquisition Loans
- B) Loan Guarantee Credit Enhancements
- C) Permanent Mortgage Financing - Deferred Payment Loans

LHAS acts only as a conduit for these funds. Upon receipt of Program Component funds, the LHA must deposit these funds into its HIF bank account and, per EOCD instructions, pay these funds over to the Chapter 180 non-profit developer.

2) Application Fee

Community Economic Development Assistance Corporation (CEDAC) will be paid an application fee through the LHA for project review and underwriting of HIF loans. CEDAC's fee will be the greater of \$2,000.00 or 2% of the HIF funds committed to the project. Again, the LHA is acting only as a conduit for these funds. The amount of the application fee will be paid as a grant at the time of loan closing to the LHA, which shall in turn remit this amount to CEDAC. (In the case of permanent financing, the 2% fee will be computed on the sum of the HIF funds committed for loan guarantee/enhancement purposes and the mortgage). The application fee will be funded outside the project's financial package and paid directly from HIF funds.





### 3) Financial Intermediary Fees

If an LHA is acting only as a financial intermediary and not in a developer capacity, it is eligible to receive a fee to compensate it for the efforts involved in supporting the project. The minimum fee will be \$2,000.00 per successfully completed project. The maximum fee will be 5% of the total HIF funds committed for loan guarantee/enhancement purposes and for the permanent mortgage, not to exceed \$25,000.00. (There will be no intermediary fees associated with acquisition loans.)

EOCD will determine the amount of the fee in excess of the minimum (if any) based on the level of effort the financial intermediary has invested in the project and its overall housing production activity in the community. Higher fees may be earned for HIF projects that have involved substantial time commitments and for LHAs that are particularly active in the production of affordable housing. Payments will be made as a grant to the LHA at loan closing.

Financial Intermediary Fees are retained by the LHA in its HIF bank account and may be used for any housing authority purpose. These funds must be expended by the LHA within one year subsequent to their receipt.



## ACCOUNTING RECORDS TO BE MAINTAINED

To properly set up and maintain the new accounting system for the HIF Program it is necessary to consider the following important notes:

- 1) A separate bank account and separate general ledger must be maintained for the HIF Program. Multiple HIF projects may be maintained in the same bank account and general ledger.
- 2) The HIF Program should be set up with a chart of accounts similar to the Development accounts as noted in Section 9 of this manual.

The basic accounts to be used are as follows:

| <u>Account No.</u>  | <u>Description</u>                           |
|---|--|
| 1111  | Cash   |
| 1162  | Investments                                  |
| 1400  | <u>1/</u> Project Costs                      |
| (Note: multiple HIF projects may be differentiated by using 1400.1, 1400.2, 1400.3, etc.) |  |
| 2111.1  | Accounts Payable - (Program Component Funds) |
| 2111.2  | Accounts Payable - (Application Fee)         |
| 2119  | Accounts Payable - Revolving Fund            |
| 2320  | Grants Issued (Intermediary Fees)            |

(Note: multiple HIF projects may be differentiated by using 2320.1, 2320.2, 2320.3 etc.)

- 1/ Subsidiary costs to the 1400 accounts should be similar to those used under development programs as described in Sections 6 and 9 of this manual.

- 3) LHAs are required to submit quarterly financial reports to EOCD until the Intermediary Fee earned in the HIF transaction has been expended. Reporting is done on Forms 060 and 061 as described in this section of the manual.





- 4) Similar to Development Cost Programs, charges to Employee Benefits, Account 1410.09, for HIF Programs are restricted to the following:
- A) FICA - Employer's share of social security tax
  - B) FUTA - Employer's share of unemployment tax
  - C) GIC - Employer's share of group health insurance
- 5) LHAs may use Intermediary Fees earned under the HIF program for any housing authority activities.
- 6) LHAs do not have to book any entries regarding the issuance of Project Component Funds or any subsequent transactions relating to their Amortization. Project Component Funds received by the LHA are recorded as an accounts payable to the non-profit developer and are subsequently paid to the non-profit developer.
- 7) An individual HIF project is considered closed when the LHA has expended all of the fees earned associated with the particular project. Under the HIF program this would constitute the 1400.1 account being equal to the 2320.1 account and all outstanding receivables have been collected and all outstanding obligations have been paid.
- 8) If the LHA has utilized an individual HIF project fund to purchase equipment (i.e. typewriter, computer, truck, etc.) such equipment must be recorded on the appropriate LHA project balance sheet (i.e. 200, 667, 705, etc.) at the time the individual HIF project has expended its total funds.

The entry on the LHA project set of books would be as follows:

|   | <u>Debit</u> | <u>Credit</u> |
|---|--------------|---------------|
| 1400.4    Inventory of Furniture<br>and Equipment<br>(At original cost) | xxxxx        |               |
| 2400      Valuation of Fixed<br>Assets                                  |              | xxxxxx        |

A complete description of the Inventory of Equipment and the use of the 1400.4 account are shown on pages 15-5 through 15-7 of this manual. No entry is necessary on the HIF set of books when equipment is transferred to the appropriate LHA project balance sheet.



#### FLOW OF ACCOUNTING DATA

The basic flow of accounting data under the HIF Program is as follows:

- 1) LHA enters into agreement with EOCD and a Chapter 180 non-profit developer to act as a "Financial Intermediary" for the flow of HIF funds in conjunction with the development of an "Eligible" Project.
- 2) Within 90 days of a Firm Financing Commitment by EOCD a loan closing must take place. The LHA receives the Program Component HIF funds and in turn pays the full amount over to the Chapter 180 non-profit developer.
- 3) The LHA also receives at closing the HIF Application Fee which it in turn pays to CEDAC.
- 4) The LHA also receives at closing a Intermediary Fee which it may use for any housing authority purpose.
- 5) At the end of each quarter the LHA must prepare a HIF Program Consolidated Balance Sheet and an Individual Cost Statement for each HIF Program. All intermediary fees must be expended within one year of the their receipt. When all funds are expended, the LHA must submit a Form 061 HIF Program Consolidated Balance Sheet and Form 060 Individual Cost Statement marked "Final".
- 6) Upon completion of the individual HIF project the LHA must review the funds expended for equipment purchases and make the appropriate transfer to the individual LHA projects as noted above.

An illustration of the flow of accounting data for the HIF Program per the Enfield Housing Authority is included in this Section starting on page 23 - 9.





ENFIELD HOUSING AUTHORITY

HIF PROGRAM

On September 1, 1988, Enfield Housing Authority receives a letter from EOCD which states its approval of a Firm Financing Commitment for an HIF loan under the Permanent Mortgage Financing Component in the amount of \$100,000.00. This funding is to be given to Steadfast Corporation, a Chapter 180 non-profit developer which has proposed to construct a \$400,000.00 emergency shelter for the homeless.

On October 14, 1988 the loan closing occurs. Enfield Housing Authority has received a check from EOCD in the amount of \$104,000.00 which includes the HIF loan amount of \$100,000.00, \$2,000.00 for the Application Fee and \$2,000.00 for Financial Intermediary Fees.

(1)

Enfield Housing Authority makes the following entry for the receipt of \$104,000.00 which is deposited into an interest bearing money market account.

| <u>Account Number</u> |  | <u>Debit</u>  | <u>Credit</u> |
|-----------------------|--|---------------|---------------|
| 1111                  | Cash                                     | \$ 104,000.00 |               |
| 2111.1                | Accounts Payable - Steadfast Corporation |               | \$ 100,000.00 |
| 2111.2                | Accounts Payable - CEDAC                 |               | 2,000.00      |
| 2120                  | Grants Issued (Intermediary Fees)        |               | 2,000.00      |

(2)

On October 14, 1988 Enfield Housing Authority pays Steadfast Corporation \$100,000.00, the total HIF loan amount received from EOCD.

|        |  |               |               |
|--------|--|---------------|---------------|
| 2111.1 | Accounts Payable - Steadfast Corporation | \$ 100,000.00 |               |
| 1111   | Cash                                     |               | \$ 100,000.00 |



(3)

On October 14, 1988 Enfield Housing Authority pays Community Economic Development Assistance Corporation (CEDAC) the Application Fee which is 2% of the HIF loan amount.

| <u>Account Number</u> |                          | <u>Debit</u> | <u>Credit</u> |
|-----------------------|--------------------------|--------------|---------------|
| 1111.2                | Accounts Payable - CEDAC | \$ 2,000.00  |               |
| 1111                  | Cash                     |              | \$ 2,000.00   |

(4)

On November 15 Enfield Housing Authority purchases an electric typewriter in the amount of \$1,000.00.

|         |                  |          |          |
|---------|------------------|----------|----------|
| 1475.01 | Office Equipment | 1,000.00 |          |
| 1111    | Cash             |          | 1,000.00 |

(5)

On December 15, 1988 Enfield Housing Authority records the proration of costs paid by the Revolving Fund for the HIF Program.

|         |                                   |        |        |
|---------|-----------------------------------|--------|--------|
| 1410.02 | Other Salaries                    | 100.00 |        |
| 1410.19 | Sundry                            | 260.00 |        |
| 2119    | Accounts Payable - Revolving Fund |        | 360.00 |

(6)

On December 19, 1988 Enfield Housing Authority pays its fee accountant for work performed on the HIF Program.

|         |                 |       |       |
|---------|-----------------|-------|-------|
| 1410.05 | Accounting Fees | 50.00 |       |
| 1111    | Cash            |       | 50.00 |

(7)

On December 20, 1988 Enfield Housing Authority pays the Revolving Fund the cost prorated in (5) above.

|      |                                   |        |        |
|------|-----------------------------------|--------|--------|
| 2119 | Accounts Payable - Revolving Fund | 360.00 |        |
| 1111 | Cash                              |        | 360.00 |





(8)

On December 31, 1988 Enfield records interest income received per the money market account for the quarter ended December 31, 1988.

| <u>Account Number</u> |                 | <u>Debit</u> | <u>Credit</u> |
|-----------------------|-----------------|--------------|---------------|
| 1111                  | Cash            | \$ 210.00    |               |
| 1420.7                | Interest Income |              | \$ 210.00     |

(9)

On December 31, 1988 Enfield Housing Authority purchases two lateral files for the office for \$400.00 each.

|         |                  |        |        |
|---------|------------------|--------|--------|
| 1475.01 | Office Equipment | 800.00 |        |
| 1111    | Cash             |        | 800.00 |

(10)

On December 31, 1988 Enfield Housing Authority records on its 667-C books the inventory of furniture and equipment purchased under the HIF Program.

|               |                                      |          |          |
|---------------|--------------------------------------|----------|----------|
| 1400.4-1475.1 | Inventory of Furniture and Equipment | 1,800.00 |          |
| 2400          | Valuation of Fixed Assets            |          | 1,800.00 |

On January 12, 1989 Enfield Housing Authority prepares and submits to EOCD the following reports:

|  | <u>Page</u> |
|--|-------------|
| Form 060 Analysis of HIF Program Costs (Program HIF-1) | 23 - 12     |
| Form 061 HIF Program Consolidated Balance Sheet        | 23 - 13     |

Enfield Housing Authority has expended all of the \$2,000.00 intermediary fee as of December 31, 1988 and therefore the project is closed out as of December 31, 1988. Enfield marks "Final" on the December 31, 1988 Form 060 Cost Statement for Program HIF-1.



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
ANALYSIS OF HIF PROGRAM COSTS

ENFIELD

Housing Authority

Period OCTOBER 15, 1988

to DEC. 31

1988

HIF PROGRAM NO.

HIF-1

| ACCOUNT NUMBER    | CLASSIFICATION                           | HIF PROGRAM COST<br>TO DATE | HIF PROGRAM COST<br>TOTAL |
|-------------------|--|-----------------------------|---------------------------|
| ADMINISTRATION    |  |                             |                           |
| 1410.01           | EXECUTIVE DIRECTOR SALARY                |                             |                           |
| 1410.02           | OTHER SALARIES                           | 100.00                      |                           |
| 1410.04           | LEGAL FEES                               |                             |                           |
| 1410.05           | ACCOUNTING                               | 50.00                       |                           |
| 1410.06           | ADVERTISING                              |                             |                           |
| 1410.09           | EMPLOYEE BENEFITS (FICA, FUTA, GIC ONLY) |                             |                           |
| 1410.10           | TRAVEL                                   |                             |                           |
| 1410.11           | INSURANCE                                |                             |                           |
| 1410.19           | SUNDRY                                   | 260.00                      |                           |
|                   | TOTAL ADMINISTRATION                     |                             | 410.00                    |
| OFFSETTING INCOME |  |                             |                           |
| 1420.07           | INTEREST INCOME                          | (210.00)                    |                           |
| 1420.08           | OTHER INCOME                             |                             |                           |
|                   | TOTAL INCOME                             |                             | (210.00)                  |
| EQUIPMENT         |  |                             |                           |
| 1465.01           | RANGES & REFRIGERATORS                   |                             |                           |
| 1475.01           | OFFICE FURNISHINGS                       | 1,800.00                    |                           |
| 1475.02           | MAINTENANCE EQUIPMENT                    |                             |                           |
| 1475.03           | COMMUNITY SPACE EQUIPMENT                |                             |                           |
| 1475.04           | CONGREGATE FURNISHINGS                   |                             |                           |
| 1475.07           | AUTOMOTIVE EQUIPMENT                     |                             |                           |
|                   | TOTAL EQUIPMENT                          |                             | 1,800.00                  |
| OTHER             |  |                             |                           |
|                   |  |                             |                           |
|                   |  |                             |                           |
|                   | TOTAL OTHER                              |                             |                           |
|                   | GRAND TOTAL                              |                             | 2,000.00                  |





EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
HIT PROGRAM - CONSOLIDATED BALANCE SHEET

ENFIELD

Housing Authority

12/31/88

Period Ended

PROGRAM NUMBER(S) 1

ASSETSACCOUNT NUMBER

|      |                             |
|------|-----------------------------|
| 1111 | Cash                        |
| 1120 | Accounts Receivable - Other |
| 1162 | Investments                 |

HIT PROGRAM COST CONTROL

|      | Program |          |
|------|---------|----------|
| 1400 | 1       | 2,000.00 |
| 1400 |         |          |
| 1400 |         |          |
| 1400 |         |          |
| 1400 |         |          |
| 1400 |         |          |
|      |         |          |
|      |         |          |
|      |         |          |
|      |         | 2,000.00 |

|      |                      |  |
|------|----------------------|--|
| 1600 | Undistributed Debits |  |
|------|----------------------|--|

TOTAL ASSETS2,000.00LIABILITIES AND CAPITAL

|      |                                   |
|------|-----------------------------------|
| 2111 | Accounts Payable - Other          |
| 2119 | Accounts Payable - Revolving Fund |
| 2200 | Undistributed Credits             |

CAPITAL FUNDING SOURCESHIT PROGRAM GRANTS ISSUED - EOOD

|      | Program |          |
|------|---------|----------|
| 2320 | 1       | 2,000.00 |
| 2320 |         |          |
| 2320 |         |          |
| 2320 |         |          |
| 2320 |         |          |
| 2320 |         |          |
|      |         |          |
|      |         |          |
|      |         |          |
|      |         | 2,000.00 |

TOTAL LIABILITIES AND CAPITAL2,000.00









SECTION 24:

ACCOUNTING FOR THE CHAPTER 884 PROGRAM

PURPOSE OF THE CHAPTER 884 PROGRAM

The Chapter 884 Program is a means to provide state funding to be used in conjunction with other funds for the rehabilitation, renovation, reconstruction, repairs, landscaping and improvements of low-rent housing projects.

Under the Chapter 884 Program the restoration of the low-income housing projects is accomplished through a conversion process in either of the following two methods:

- 1) Sale of the Project to a developer who performs the restoration work and sells it back to the local housing authority or to a private concern.
- 2) Restoration work is performed by the LHA.

In both restoration methods there is always a conversion process in which the original project takes on a new identity.

The conversion process may be any one of the following nine combinations:

- 1) State Project to State Project
- 2) State Project to Federal Project
- 3) State Project to Private Project
- 4) Federal Project to State Project
- 5) Federal Project to Federal Project
- 6) Federal Project to Private Project
- 7) Private Project to State Project
- 8) Private Project to Federal Project
- 9) Private Project to Private Project



Before entering into such a contract or contracts, the department shall first have found that:

- 1) Such low-rent housing is seriously distressed and will continue to remain distressed unless the funds provided herein are available to the project or part thereof.
- 2) Any funds provided herein will be in addition to, and not in lieu of, any other funds available for said housing.
- 3) Significant efforts have been made to obtain other funding for the project and that funds provided herein shall be used to leverage additional other funding for the project.
- 4) Any such project shall be undertaken in accordance with plans approved by the department; and, provided further, that upon receipt by a housing authority of any funds provided herein, the housing authority shall develop a management plan, acceptable to the department, which includes, but need not be limited to, a maintenance program which will identify steps to be taken on a regular basis to maintain building systems.

The Chapter 884 Program is designed to have LHAs use the state portion of the total funding package primarily, but not exclusively, for "soft costs" (i.e. administrative, architectural, relocation, security, etc.) versus "hard costs" (i.e. demolition, construction, etc.). It is important to note that the LHA selling a project to a developer may do so for some nominal amount in an agreement that also provides for the repurchase by the LHA. This agreement may further contain the stipulation that the LHA will provide the architectural input, monitor the ongoing progress of the developer and make periodical payments for phased completion versus the turnkey concept of a monitoring architect and a one-time payment for the total project at completion.

A detailed description of the above procedures and other regulatory information regarding the Chapter 884 Program is available by contacting EOCD.





## ACCOUNTING RECORDS TO BE MAINTAINED

To properly set up and maintain the new accounting system for Chapter 884 Program it is necessary to consider the following important notes:

- 1) A separate bank account and separate general ledger must be maintained for the Chapter 884 Program. Multiple Chapter 884 Programs must be maintained in separate bank accounts and separate general ledgers similar to Development Programs.
- 2) Chapter 884 Program funds received from the State must not be commingled with the other funds received in conjunction with the same program.
- 3) The Chapter 884 Program must be set up with a chart of accounts the same as the Development accounts as noted in Section 9 of this manual.
- 4) LHAs are required to submit quarterly financial statements to EOCD. Reporting is due on Forms 080 and 081 the same as the Development Program as described in Section 9 of this manual.
- 5) Similar to Development Programs, charges to Employee Benefits, Account 1410.09, for Chapter 884 Programs are restricted to the following:
  - A) FICA - Employer's share of social security tax
  - B) FUTA - Employer's share of unemployment tax
  - C) GIC - Employer's share of group health insurance
- 6) Sale of Property under the Chapter 884 Program must be recorded on the books of the project being sold/converted in the manner noted in Section 15 of this manual.
- 7) Assets, liabilities and reserves on the books of the project being sold/converted should remain in the consolidation with other remaining projects of like nature. If for example, the LHA has a consolidated 200 program, 200-C-3, which consists of 200-1, 200-2, 200-3 and 200-4 and it has entered into a Chapter 884 Program for the sale/conversion of 200-3. All of the assets, liabilities, and reserves associated with project 200-3 would remain on the consolidated books of the LHA 200 Program. Only the net development costs and net financing (i.e. Bonds, Notes or Grants) would be removed from the consolidated balance sheet.



## FLOW OF ACCOUNTING DATA

The basic flow of accounting data under the Chapter 884 Program is as follows:

- 1) EOCD approves Chapter 884 Grant with the execution of the Contract For Financial Assistance and related documents.
- 2) LHA establishes a separate bank account for the new Chapter 884 Program.
- 3) LHA establishes a separate general ledger for the new Chapter 884 Program.
- 4) EOCD and LHA prepare Development Cost Budget Form 080.
- 5) LHA requisitions funds from EOCD.
- 6) LHA accumulates cost by development cost subsidiary accounts noted in Section 6B of the accounting manual and on the Form 080.
- 7) LHA prepares and submits quarterly Form 080, Development Cost Statement, and Form 081, Development Cost Balance Sheet.
- 8) As the Chapter 884 Project nears completion, the LHA completes an "Outstanding Items List" as provided by EOCD.
- 9) EOCD approves particular items on the "Outstanding Items List" and notifies the LHA it has 90 days to complete this list.
- 10) At the end of 90 days the LHA submits a final Form 080.
- 11) EOCD approves a Final Development Cost close out amount and provides the closing journal entry to the LHA.

The basic objectives in accounting for the Chapter 884 Program are to assure that all costs are accumulated to the proper development cost subsidiary account classifications and that a contract register is maintained to assure control of all contract awards.

An illustration of the accounting cycle for the Chapter 884 Program per the Enfield Housing Authority is included on page 24 - 5.





ENFIELD HOUSING AUTHORITY

CHAPTER 884 PROGRAM

On September 1, 1988 Enfield Housing Authority enters into a Contract For Financial Assistance with EOCD to convert its 75 unit 200-3 Project from a State to a Federal Project with the agreement that Enfield Housing Authority will sell the 200-3 Project to a developer for a nominal amount of \$1.00 and provide through the use of Chapter 884 funds, administrative, architectural, inspection and relocation services to assure the success of the project. In addition to the above noted "soft costs" Enfield Housing Authority will also utilize Chapter 884 funds to construct a new community room, renovate the playground adjacent to the 200-3 project and purchase ranges and refrigerators for all 75 units. The total grant awarded by EOCD is \$800,000.00.

EOCD and the LHA prepare the Budget Form 080 on September 15, 1988, after the schematic phase of design has been approved by EOCD.

The following transactions and the related accounting entries occurred through December 31, 1988:

(1)

On October 1, 1988 EOCD sends to LHA \$25,000.00 in start up funds.

| <u>Account Number</u> |               | <u>Debit</u> | <u>Credit</u> |
|-----------------------|---------------|--------------|---------------|
| 1111                  | Cash          | \$ 25,000.00 |               |
| 2320                  | Grants Issued |              | \$ 25,000.00  |

NOTE: On October 1, 1988 Enfield Housing Authority enters into agreement with Transformation Inc. or a Developer to sell the project for the nominal amount of \$1.00 with the stipulation that upon completion of the renovations of the project, to be done with federal funds, the project will be sold back to Enfield Housing Authority. The major "hard cost" renovation and repurchase of the Chapter 884 project will be financed with federal funds. Project 200-2 will be converted to a Federal Project. No entry is made on the Chapter 884 books for the Sale of Property for \$1.00. Assuming project 200-3 was originally financed by Bonds, Enfield Housing Authority would make an entry on the 200-C books as noted on page 15 - 13 of this manual.



(2)

On October 15, 1988 EOCD approves the Architectual contract to Imaginative Designs Inc. for \$60,000.00

| <u>Account Number</u> |                         | <u>Debit</u> | <u>Credit</u> |
|-----------------------|-------------------------|--------------|---------------|
| 1800.1                | Contract Award          | \$ 60,000.00 |               |
| 1810.1                | Contract Award - Contra |              | \$ 60,000.00  |

(3)

On October 30, 1988 EOCD approves the contract for construction of the Community Room given to Trustworthy Construction Inc. for \$500,000.00.

|        |                         |            |            |
|--------|-------------------------|------------|------------|
| 1800.2 | Contract Award          | 500,000.00 |            |
| 1810.2 | Contract Award - Contra |            | 500,000.00 |

(4)

On November 15, 1988 Enfield requisitions and receives \$260,000.00 in Grant Funds.

|      |               |            |            |
|------|---------------|------------|------------|
| 1111 | Cash          | 260,000.00 |            |
| 2320 | Grants Issued |            | 260,000.00 |

(5)

On November 16, 1988 Enfield invests \$250,000.00 in a 30-day Certificate of Deposit and assures that funds are insured and collateralized.

|      |             |            |            |
|------|-------------|------------|------------|
| 1162 | Investments | 250,000.00 |            |
| 1111 | Cash        |            | 250,000.00 |

(6)

On November 17, 1988 Enfield advances cash to the Revolving Fund, approximately one month's average anticipated cost to be paid out by the Revolving Fund, on behalf of the Chapter 884 Project.

|      |                        |          |          |
|------|------------------------|----------|----------|
| 1155 | Revolving Fund Advance | 3,000.00 |          |
| 1111 | Cash                   |          | 3,000.00 |









(7)

On November 18, 1988 Enfield pays Imaginative Designs Inc. \$25,000.

| <u>Account Number</u> |                         | <u>Debit</u> | <u>Credit</u> |
|-----------------------|-------------------------|--------------|---------------|
| 1430.1                | Architect Fees          | \$ 25,000.00 |               |
| 1111                  | Cash                    |              | \$ 25,000.00  |
| 1410.1                | Contract Award - Contra | 25,000.00    |               |
| 1000.1                | Contract Award          |              | 25,000.00     |

(8)

Enfield's Certificate of Deposit comes due on December 16, 1988.

it reinvests \$200,000.00 in a new C. of D. due in 30 days.

|         |                 |            |            |
|---------|-----------------|------------|------------|
| 1162    | Investment      | 200,000.00 | 250,000.00 |
| 1111    | Cash            | 51,500.00  |            |
| 1420.07 | Interest Income |            | 1,500.00   |

(9)

Enfield pays Trustworthy Contractors Inc. on December 18, 1988 for

periodical estimate #1: \$50,000.00 less contract retention of 10%. This

transaction is also entered into a contract register.

|         |                         |           |        |
|---------|-------------------------|-----------|--------|
| 1440.01 | Construction Contract   | 50,000.00 |        |
| 1442.1  | Contract Retention      |           | 5,000  |
| 1111    | Cash                    |           | 45,000 |
| 1410.2  | Contract Award - Contra | 50,000.00 |        |
| 1000.2  | Contract Award          |           | 50,000 |





(10)

Enfield sets up Accounts Payable to the Revolving Fund for its prorata share of administration costs paid for the month ended November 30, 1988.

|         |                                   |        |          |
|---------|-----------------------------------|--------|----------|
| 1410.01 | Executive Director Salary         | 200.00 |          |
| 1410.02 | Other Salaries                    | 550.00 |          |
| 1410.05 | Accounting                        | 50.00  |          |
| 1410.06 | Advertising                       | 600.00 |          |
| 1410.09 | Employee Benefits                 | 200.00 |          |
| 1410.10 | Travel                            | 50.00  |          |
| 1410.11 | Insurance                         | 150.00 |          |
| 1410.19 | Sundry                            | 300.00 |          |
| 1440.06 | Relocation Cost                   | 700.00 |          |
| 2119    | Accounts Payable - Revolving Fund |        | 2,800.00 |

(11)

On December 28, 1988 Enfield pays Revolving Fund Accounts Payable.

|      |                  |          |          |
|------|------------------|----------|----------|
| 2119 | Accounts Payable | 2,800.00 |          |
| 1111 | Cash             |          | 2,800.00 |

Enfield prepares and submits to EOCD the following reports for the quarter ended December 31, 1988:

|   | <u>Page</u>      |
|---|------------------|
| Form 080 Development Cost Statement     | 24 - 9 & 24 - 10 |
| Form 081 Development Cost Balance Sheet | 24 - 11          |



EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT  
ANALYSIS OF DEVELOPMENT COST

ENFIELD Housing Authority No. Of Units 75  
Period OCTOBER 1, 1988 to DEC. 31 1988 Development No. 884-1  
DATE OF APPROVED BUDGET 9/15/88

| ACCT. NO. CLASSIFICATION         | APPROVED BUDGET | DEVELOPMENT COST<br>TO DATE | DEVELOPMENT COST<br>TOTAL |
|----------------------------------|-----------------|-----------------------------|---------------------------|
| ADMINISTRATION                   |                 |                             |                           |
| 1410.01 EXEC. DIRECTOR SALARY    | 5,000.          | 200.00                      |                           |
| 1410.02 OTHER SALARIES           | 25,000.         | 550.00                      |                           |
| 1410.04 LEGAL FEES               | 3,000.          |                             |                           |
| 1410.05 ACCOUNTING               | 1,200.          | 50.00                       |                           |
| 1410.06 ADVERTISING              | 1,200.          | 600.00                      |                           |
| EMPLOYEE BENEFITS                |                 |                             |                           |
| 1410.09 * (FICA, FUTA, GIC ONLY) | 9,000.          | 200.00                      |                           |
| 1410.10 TRAVEL                   | 400.            | 50.00                       |                           |
| 1410.11 INSURANCE                | 1,000.          | 150.00                      |                           |
| 1410.14 SUNDRY                   | 4,200.          | 300.00                      |                           |
| TOTAL ADMINISTRATION             | 50,000.         |                             | 2,100.00                  |
| OFFSETTING INCOME                |                 |                             |                           |
| 1420.07 INTEREST INCOME          | (8,000.)        | (1,500.00)                  |                           |
| 1420.08 OTHER INCOME             |                 |                             |                           |
|                                  |                 |                             |                           |
| TOTAL INCOME                     | (8,000.)        |                             | (1,500.00)                |
| ARCHITECTURAL AND ENGINEERING    |                 |                             |                           |
| 1430.01 ARCHITECT FEES (BASIC)   | 60,000.         | 25,000.00                   |                           |
| 1430.02 EXTRA ARCHITECT FEES     |                 |                             |                           |
| 1430.03 SURVEYS                  | 600.            |                             |                           |
| 1430.04 BORINGS & TEST PITS      | 2,200.          |                             |                           |
| 1430.05 PRINTING & BIDDING       | 1,000.          |                             |                           |
| 1430.06 SPECIAL CONST. INVEST.   |                 |                             |                           |
| 1430.07 INSPECTION COSTS         | 32,000.         |                             |                           |
| 1430.08 MEASURED DRAWINGS        | 1,200.          |                             |                           |
| 1430.09 CONSTRUCTION TESTING     |                 |                             |                           |
| OTHER DESIGN                     |                 |                             |                           |
| 1430.10 CONSULTING FEES          |                 |                             |                           |
| 1430.14 SUNDRY PLANNING          | 2,000.          |                             |                           |
|                                  |                 |                             |                           |
| TOTAL ARCH. & ENG.               | 99,000.         |                             | 25,000.00                 |





PERIOD OCTOBER 1, 1988 TO DECEMBER 31 1988DATE OF APPROVED BUDGET 9/15/88

| ACCT. NO. CLASSIFICATION       | APPROVED BUDGET | DEVELOPMENT COST<br>TO DATE | DEVELOPMENT COST<br>TOTAL |
|--------------------------------|-----------------|-----------------------------|---------------------------|
| SITE ACQUISITION               |                 |                             |                           |
| 1440.01 LAND/BUILDING PURCHASE |                 |                             |                           |
| 1440.02 BUILDING MAINTENANCE   |                 |                             |                           |
| 1440.03 ACCRUED TAXES          |                 |                             |                           |
| 1440.04 APPRAISAL FEES         |                 |                             |                           |
| 1440.05 RECORDING FEES         |                 |                             |                           |
| 1440.06 RELOCATION             | 25,000.         | 700.00                      |                           |
| TOTAL SITE ACQUISITION         | 25,000.         |                             | 700.00                    |
| STRUCTURES                     |                 |                             |                           |
| 1450.01 CONSTRUCTION CONTRACT  | 500,000.        | 50,000.00                   |                           |
| 1450.02 DEMOLITION             |                 |                             |                           |
| 1450.09 CONTRACT BY OTHERS     | 40,000.         |                             |                           |
| 1450.10 MISCELLANEOUS          | 10,000.         |                             |                           |
| TOTAL STRUCTURES               | 550,000.        |                             | 50,000.00                 |
| EQUIPMENT                      |                 |                             |                           |
| 1465.01 RANGES & REFRIGERATORS | 54,000.         |                             |                           |
| 1475.01 OFFICE FURNISHINGS     | 3,000.          |                             |                           |
| 1475.02 MAINTENANCE EQUIPMENT  | 5,000.          |                             |                           |
| 1475.03 COMM. SPACE EQUIPMENT  | 30,000.         |                             |                           |
| 1475.04 CONGREGATE FURNISHINGS |                 |                             |                           |
| 1475.07 AUTOMOTIVE EQUIPMENT   |                 |                             |                           |
| TOTAL EQUIPMENT                | 34,000.         |                             |                           |
| OTHER                          |                 |                             |                           |
|                                |                 |                             |                           |
| TOTAL OTHER                    |                 |                             |                           |
| GRAND TOTAL                    | 800,000.        |                             | 76,300.00                 |



EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT  
DEVELOPMENT FUND BALANCE SHEET

|                   |                               |
|-------------------|-------------------------------|
| <u>ENFIELD</u>    | <u>Housing Authority</u>      |
| <u>12/31/88</u>   | <u>Period Ended</u>           |
| <u>884-1</u>      | <u>Development Number</u>     |
| <u>800,000.00</u> | <u>Total Grant Authorized</u> |

ASSETSACCOUNT NUMBER

|      |                                  |                      |
|------|----------------------------------|----------------------|
| 1111 | Development Fund Cash.....       | \$ 10,700.00         |
| 1117 | Petty Cash.....                  |                      |
| 1129 | Accounts Receivable - Other..... |                      |
| 1155 | Revolving Fund Advance.....      | 30,000.00            |
| 1162 | Investments.....                 | 200,000.00           |
| 1400 | Development Costs.....           | 76,300.00            |
| 1690 | Undistributed Debits.....        |                      |
| 1800 | Contracts - Uncompleted.....     |                      |
| 1810 | Contract Awards (Contra).....    |                      |
|      | <u>TOTAL ASSETS</u>              | <u>\$ 290,000.00</u> |

LIABILITIES & CAPITAL

|      |  |                      |
|------|--|----------------------|
| 2111 | Accounts Payable - Other               |                      |
| 2112 | Contract Retentions.....               | 5,000.00             |
| 2115 | Bid Deposits.....                      |                      |
| 2117 | Employee Payroll Deductions.....       |                      |
| 2119 | Accounts Payable - Revolving Fund..... | 5,000.00             |
| 2320 | Grants Issued.....                     | 285,000.00           |
| 2290 | Undistributed Credits.....             |                      |
| 2460 | Gifts and Donations.....               |                      |
|      | <u>TOTAL LIABILITIES &amp; CAPITAL</u> | <u>\$ 290,000.00</u> |







ACME  
BOOKBINDING CO., INC.

NOV 28 1993

100 CAMBRIDGE STREET  
CHARLESTOWN, MASS





